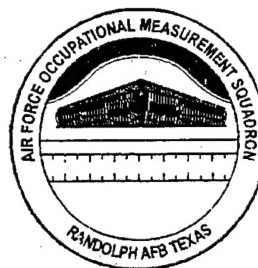




**UNITED STATES
AIR FORCE**



OCCUPATIONAL SURVEY REPORT



**VEHICLE OPERATIONS
AFSC 2T1X1**

OSSN 2339

JUNE 1999

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION AND TRAINING COMMAND
1550 5TH STREET EAST
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PREFACE

This report presents the results of an Air Force Occupational Survey of Air Force Specialty Code (AFSC) 2T1X1, Vehicle Operations. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

The survey instrument was developed by Second Lieutenant Christopher Gilliam. Computer programming support was provided by Ms. Rebecca Hernandez. Captain David Keller analyzed the data and wrote the final report. This report has been reviewed and approved by Lieutenant Colonel Roger Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to AFOMS/OMYXI, 1550 5th Street East, Randolph Air Force Base, Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

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SUMMARY OF RESULTS

1. **Survey Coverage:** The AFSC 2T1X1 career ladder was surveyed to provide current job and task data for use in updating career ladder documents and training programs. Survey results are based on responses from 1,684 Active Duty (AD), Air National Guard (ANG), and Air Force Reserve Command (AFRC) respondents, accounting for 50 percent of the total surveyed population.
2. **Specialty Jobs:** Seven jobs and two clusters were identified, accounting for 93 percent of the total sample. Nearly all of these jobs and clusters focus primarily on the performance of technical tasks associated with various Vehicle Operations functions. One job and one cluster are primarily managerial or administrative in nature. The remaining 7 percent, for one reason or another, did not group into any one of these jobs or clusters. The vast majority of AFSC 2T1X1 3- and 5-skill level members are in the Vehicle Operations Cluster.
3. **Career Ladder Progression:** Survey data show the career ladder progression for AFSC 2T1X1 members is typical, with a move from technical work at the 3- and 5-skill levels to supervisory and management work beginning at the 7-skill level. Members become progressively less technical as they progress into higher skill levels. ANG and AFRC respondents remain more technically oriented across higher skill levels than their AD counterparts.
4. **Training Analysis:** The current STS 2T1X1 provides comprehensive coverage of the work performed by career ladder personnel. Some tasks may warrant review for possible STS inclusion.
5. **Job Satisfaction:** Job satisfaction indicators are relatively low for AFSC 2T1X1 members, especially when compared to a comparative sample. In addition, satisfaction indicators are generally low for all of the core jobs identified, while many non-core jobs had noticeably higher ratings in nearly all job satisfaction categories. However, AFSC 2T1X1 personnel across all jobs and clusters gave relatively high ratings in terms of their perceived training utilization.
6. **Implications:** The current AFSC 2T1X1 career ladder structure reflects an overall typical job progression. The vast majority of AFSC 2T1X1 personnel are performing work within the Vehicle Operations Cluster. Career ladder training documents are supported by survey data, with some items warranting further review. Overall, job satisfaction is relatively low among AFSC 2T1X1 career ladder incumbents.

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OCCUPATIONAL SURVEY REPORT (OSR)

VEHICLE OPERATIONS (AFSC 2T1X1)

INTRODUCTION

This is an Occupational Survey Report of the Vehicle Operations career ladder conducted by the Air Force Occupational Measurement Squadron. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

The current Vehicle Operations career ladder was created in October 1993 with the conversion from AFSC 603X0 to AFSC 2T1X1 under the "whole new classification system." Survey data will be used to identify current utilization patterns among career ladder personnel and evaluate career ladder documents and training programs. The last OSR published for the Vehicle Operations career ladder was in October 1995.

Background

As described in AFMAN 36-2108, *Airman Classification*, 30 April 1999, Specialty Description, Vehicle Operations personnel "Perform and manage vehicle operations functions and activities. Included are dispatching, operating, and servicing motor vehicles such as general and special purpose, base maintenance, and material handling vehicles. Performs fleet management duties, accounts for vehicle fleet, issues driver's licenses, and conducts analyses. Plans, organizes, and directs vehicle transportation to support operational missions."

Personnel entering the AFSC 2T1X1 career ladder must attend the J3ABP2T131-000 Vehicle Operator Apprentice course, located at Fort Leonard Wood, MO. This course provides training to personnel in the processes, functions, duties, and responsibilities applicable to vehicle operations. There is an emphasis on vehicle operations flights, vehicle operator/dispatcher responsibilities, safe driving practices, extreme driving conditions, and the transportation of hazardous substances. Graduates are awarded 10 credit hours from the Community College of the Air Force (CCAF).

Entry into the AFSC 2T1X1 career ladder currently requires an Armed Forces Vocational Aptitude Test Battery (ASVAB) score of Mechanical - 44. A strength factor of "H" (weight lift of 50 lbs) is also required.

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) Occupational Survey Study Number (OSSN) 2339, dated June 1998. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, pertinent tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 26 subject-matter experts (SMEs) at the following training locations and operational installations:

<u>BASE</u>	<u>UNIT VISITED</u>
Ft Leonard Wood MO	366 TRS, DET 7
Lackland AFB TX	37 TRNS/LGTO
Barksdale AFB LA	2 TRNS/LGTO
Little Rock AFB AR	463 TRNS/LGTO
Shaw AFB SC	20 TRNS/LGTO

The resulting JI contains a comprehensive listing of 331 tasks grouped under 11 duty headings, and a background section requesting such information as grade, base, MAJCOM assigned, job title, normal duty hours, vehicle(s) operated, prior experience or licensing, computer systems used, and war skills training completed.

Survey Administration

From June 1998 through October 1998, base training offices at operational units worldwide administered the inventory to eligible AFSC 2T1X1 personnel. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center, Randolph AFB TX.

Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent).

To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey so as to ensure an accurate representation across major commands (MAJCOM) and military paygrade groups. All eligible AFSC 2T1X1 AD, ANG, and AFRC personnel were mailed survey booklets.

Table 1 reflects the percentage distribution, by Duty AFSC (DAFSC), of assigned AFSC 2T1X1 personnel as of June 1998. The 1,684 respondents in the final sample represent 44 percent of the total assigned personnel and 50 percent of the total surveyed personnel. Table 2 reflects paygrade and MAJCOM distribution for this study.

TABLE 1

DAFSC DISTRIBUTION OF SURVEYED PERSONNEL

DAFSC	PERCENT ASSIGNED*	PERCENT ELIGIBLE**	PERCENT IN SAMPLE
2T131	24%	23%	20%
2T151	56%	57%	55%
2T171	18%	18%	23%
2T191	1%	1%	1%
2T100	1%	1%	1%

TOTAL ASSIGNED* = 3804

TOTAL SURVEYED** = 3361

TOTAL IN SURVEY SAMPLE = 1684

PERCENT OF ASSIGNED IN SAMPLE = 44%

PERCENT OF SURVEYED IN SAMPLE = 50%

* Assigned strength as of June 1998

** Excludes personnel in PCS, student, or hospital status, or less than 6 weeks on the job

TABLE 2

PAYGRADE / COMMAND DISTRIBUTION OF TOTAL SURVEY SAMPLE

PAYGRADE	PERCENT OF ASSIGNED*	PERCENT OF ELIGIBLE*	PERCENT OF SAMPLE
E-1 - E-3	17%	16%	20%
E-4	35%	35%	38%
E-5	27%	28%	25%
E-6	12%	13%	10%
E-7	7%	7%	6%
E-8	1%	1%	1%
E-9	1%	1%	1%
COMMAND	PERCENT OF ASSIGNED*	PERCENT OF ELIGIBLE*	PERCENT OF SAMPLE
ACC	19%	19%	23%
AMC	13%	13%	18%
PACAF	11%	10%	13%
AETC	7%	6%	8%
AFMC	5%	5%	8%
USAFE	6%	6%	7%
AFSPC	3%	3%	4%
ANG	23%	25%	13%
AFRC	10%	10%	5%
OTHER	3%	3%	1%

* As of June 1998

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 2T1X1 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). These booklets were processed separately from the JIs. This information is used in a number of different analyses discussed in more detail within the report.

Training Emphasis (TE): TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 42 senior Non-Commissioned Officers (NCOs) who completed a TE booklet were asked to select tasks they felt require some sort of structured training for entry-level personnel from their respective career ladders.

These senior NCOs then indicated how much training emphasis these tasks should receive, from 1 (extremely low emphasis) to 9 (extremely high emphasis). Structured training is defined as training provided at resident training schools, field training detachments (FTD), mobile training teams (MTT), formal on-the-job-training (OJT), or any other organized training method.

Interrater agreement for these 42 raters was acceptable. The average TE rating was 2.34, with a standard deviation of 1.67. Any task with a TE rating of 4.01 or above is considered to have high TE.

Task Difficulty (TD): TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 29 senior NCOs who completed TD booklets were asked to rate the difficulty of each task using a 9-point scale (extremely low to extremely high).

Interrater reliability for these raters was acceptable. Ratings were standardized so tasks have an average difficulty of 5.00 and a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TE and TD ratings can provide insight into first-enlistment (airmen with 1-48 months in service) and first-assignment personnel (airmen with 1-48 months in their respective career field) training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting entry-level jobs.

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SPECIALTY JOBS

Career Ladder Structure

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Program (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks.

The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group, or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the **Job**. When two or more jobs have a substantial degree of similarity, in tasks performed and time spent on tasks, they are grouped together and identified as a **Cluster**. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, seven jobs and two clusters were identified within this study. Figure 1 illustrates the specialty job structure identified for AFSC 2T1X1 personnel.

A listing of the specialty job structure is provided below. The stage (ST) number shown beside each title references computer-printed information, the letter "N" indicates the number of members in each group.

- I. Vehicle Operations Cluster (ST81, N=1142)
 - Entry-Level Vehicle Operator Job (ST104, N=195)
 - Vehicle Operator Job (ST144, N=816)
 - Senior Vehicle Operator Job (ST164, N=99)
- II. Dispatcher Job (ST109, N=127)
- III. Equipment Support Job (ST115, N=22)
- IV. Licensing and Records Job (ST103, N=14)
- V. Vehicle Control Job (ST114, N=41)
- VI. Fleet Management Job (ST112, N=46)
- VII. Registered Equipment Management System (REMS) Job (ST102, N=17)
- VIII. Training Job (ST94, N=36)
- IX. Management and Supervision Cluster (ST59, N=114)
 - Technical Manager Job (ST89, N=10)
 - Manager/Supervisor Job (ST108, N=125)

The respondents forming these jobs and clusters account for 93 percent of the survey sample. The remaining 7 percent, for one reason or another, did not group into one of these jobs or clusters. Examples of job titles for these personnel include "Unit Deployment Manager", "Local Area Network (LAN) Manager", "Career Development Course (CDC) Writer", "Warehouse Clerk", and "Vehicle Rentals Monitor."

AFSC 2T1X1 CAREER LADDER SPECIALTY JOBS (N = 1,684)

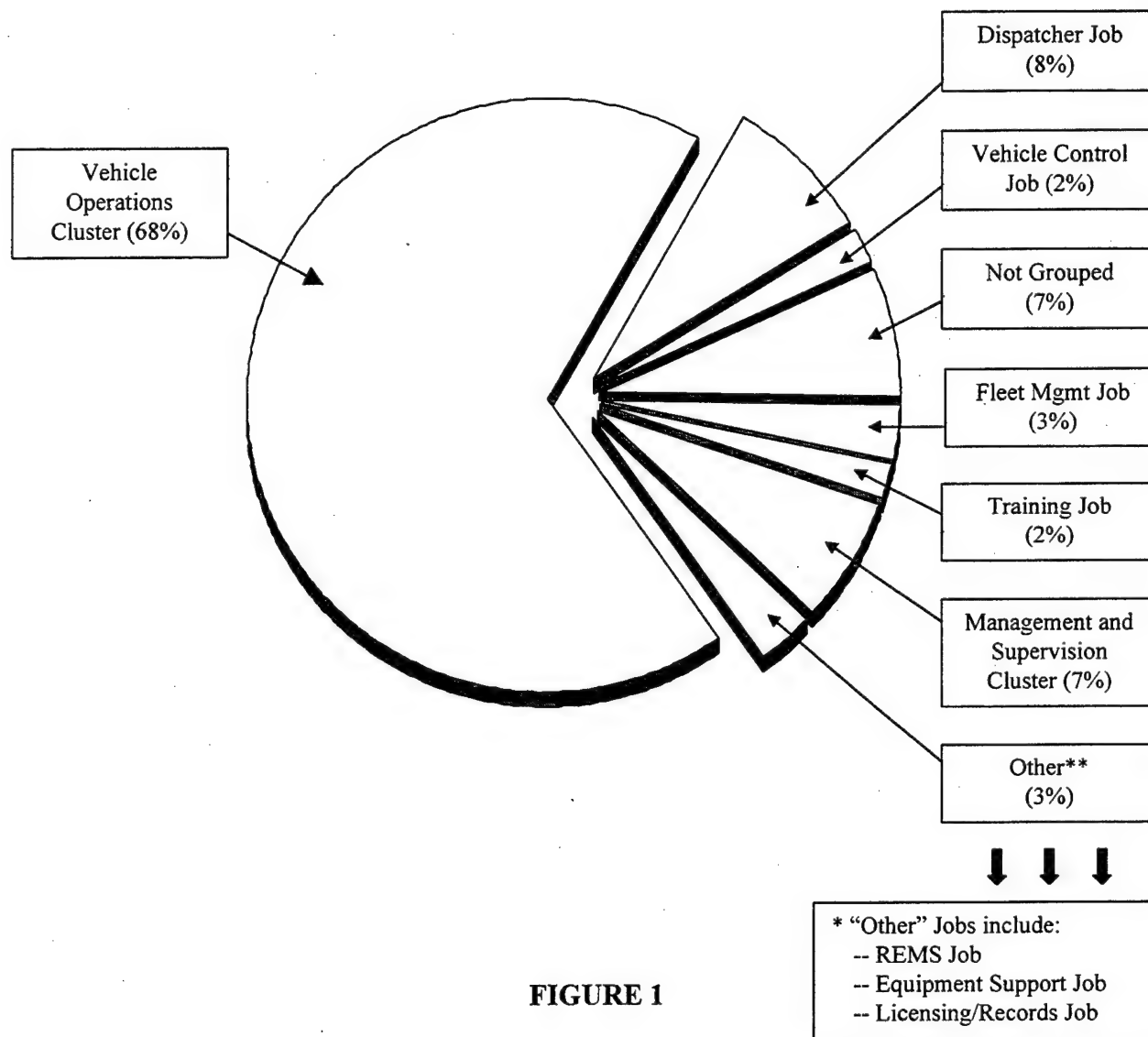


FIGURE 1

Group Descriptions

The following paragraphs contain brief descriptions of the jobs and clusters identified through the career ladder structure analysis. Table 3 presents the relative time spent on duties by members of these specialty jobs and clusters. Selected background data for these jobs and clusters are provided in Table 4. Representative tasks for all groups are contained in Appendix A. Table 5 shows a job comparison between the current survey and the October 1995 survey.

VEHICLE OPERATIONS CLUSTER

I. VEHICLE OPERATIONS CLUSTER (ST81). The 1,142 members of this cluster represent the core work performed by this career ladder and comprise 68 percent of the total survey sample. Table 3 shows that 40 percent of their duty time is spent in Duty B (*Operating Vehicles*). An additional 25 percent of their duty time is spent in Duty C (*Servicing or Maintaining Vehicles*). Common tasks performed by members of this cluster include:

- Inspect vehicles for cleanliness and serviceability
- Maintain correct tire pressure
- Add vehicle fluids, such as water, oil, coolants, or solvents
- Clean vehicle exteriors or interiors
- Wax vehicles
- Deliver or pick up vehicles for maintenance
- Check vehicles for accident forms
- Transport passengers, other than DVs
- Drain air tanks
- Operate vehicles on flightlines
- Refuel vehicles using vehicle identification links (VILs)
- Inspect vehicles released from maintenance facilities
- Inspect vehicle safety devices
- Secure wheel chocks
- Perform vehicle before-, during-, or after-operation inspections
- Load or unload cargo onto or from vehicles

There are three jobs identified within this cluster: (a) Entry-Level Vehicle Operator Job, (b) Vehicle Operator Job, and (c) Senior Vehicle Operator Job. While all of these jobs have a substantial degree of similarity in terms of tasks performed and time spent on those tasks, there are some notable differences. The following paragraphs will describe each of these jobs groups individually.

A. Entry-Level Vehicle Operator Job (ST 104). Of the 1,142 members in the Vehicle Operations Cluster, 195 of them are in the Entry-Level Vehicle Operator Job. As shown in Table 3, these members spend very high percentages of their duty time in Duty B (*Operating Vehicles*) and Duty C (*Servicing or Maintaining Vehicles*) – a combined 84 percent of their duty time is spent in these two duty areas alone. Members of this job spend higher percentages of their duty time cleaning and servicing vehicles than members of the other jobs identified in the Vehicle Operations Cluster. In general, members of this job operate fewer different types of vehicles than other Vehicle Operations Cluster members. Entry-Level Vehicle Operator Job incumbents perform only 32 tasks, on average.

Table 4 shows that over half (54 percent) possess the 3-skill level. In addition, 58 percent are in the paygrade E-3 or below. Most (85 percent) are assigned to bases in the continental United States (CONUS). Seventy-nine percent are on Active Duty, averaging less than 3 years in service. The overwhelming majority – 83 percent – are in their first enlistment.

B. Vehicle Operator Job (ST 144). The 816 members of the Vehicle Operator Job comprise the largest identified job group in this cluster (and in the entire survey). Table 3 shows that, like members of the Entry-Level Vehicle Operator Job, these members also spend high percentages of their duty time in Duty B (*Operating Vehicles*) and Duty C (*Servicing or Maintaining Vehicles*). However, as shown in Table 3, members of this job spend considerably less time cleaning and servicing vehicles than their entry-level counterparts. Instead, members of the Vehicle Operator Job begin to spend higher percentages of time (16 percent) in Duty A (*Performing Dispatch Operations and Dispatch Support Activities*). On average, these members perform 88 tasks.

Eighty-four percent of these respondents are AD (see Table 4). Members of this job are more experienced than their entry-level counterparts, with AD members averaging nearly 5 years in service. Sixty-five percent hold the 5-skill level. A moderate percentage (27 percent) are supervisors. The predominant paygrade is E-4.

C. Senior Vehicle Operator Job (ST 164). There are 99 members in this job. As shown in Table 3, Senior Vehicle Operator Job members remain technically-oriented, with the highest percentage of their time spent in Duty B (*Operating Vehicles*). However, unlike the other members of the Vehicle Operations Cluster, these members also spend high percentages of their time performing tasks in Duty D (*Performing Fleet Management Activities*) and Duty A (*Performing Dispatch Operations and Dispatch Support Activities*). In addition, these respondents also begin to perform tasks associated with management and supervision (Duty H). Finally, these members perform more tasks than other Vehicle Operations Cluster members, averaging 178 tasks performed.

As their name indicates, this is the most experienced job within the Vehicle Operations Cluster. Nearly all of these members hold either the 5- or 7-skill level (see Table 4). While 64 percent of members in the Senior Vehicle Operator Job are AD, this job has a higher percentage of ANG and AFRC members than the other jobs within this cluster. AD members average over 10 years in service. The predominant paygrade is E-5. Nearly two-thirds (65 percent) are supervising.

DISPATCHER JOB

II. DISPATCHER JOB (ST109). There are 127 members in this job, representing 8 percent of the total survey sample. These members perform a unique function within the career ladder, as shown in Table 3. Dispatcher Job members perform an average of 55 tasks and spend the overwhelming majority of their duty time (64 percent) in Duty A (*Performing Dispatch Operations and Dispatch Support Activities*). Distinctive tasks performed include:

- Receive transportation requests
- Assign vehicles to match transportation requirements
- Brief drivers on routes, addresses, weather, or safety precautions
- Generate transportation requests on dispatch automated fleet information systems (DAFISs)
- Process AF Forms 868 (Request for Motor Vehicle Service)
- Dispatch vehicles for DV transportation
- Transmit or receive instructions on radios using 10-series codes
- Prioritize transportation requests
- Issue dispatch instructions
- Maintain events logs
- Assign operators to vehicles
- Select most economical methods to meet transportation requests, such as combining trips or using shuttle buses
- Maintain transportation request files

Table 4 shows 55 percent of these airmen hold the 5-skill level, while an additional 37 percent hold the 7-skill level. The predominant paygrade for this job is E-5. Three-fourths of these airmen are supervisors. Almost all (98 percent) are AD, averaging just under 9 years in service. Of the AD airmen, only 9 percent are in their first enlistment.

EQUIPMENT SUPPORT JOB

III. EQUIPMENT SUPPORT JOB (ST115). Comprising only 1 percent of the overall survey sample, members of the Equipment Support Job spend 26 percent of their work time in Duty C (*Servicing or Maintaining Vehicles*). An additional 25 percent of their time is spent in Duty H (*Performing Management and Supervisory Activities*). These airmen remain technically-oriented and continue to operate many different types of vehicles (note that 17 percent of the duty time is performing vehicle operations tasks within Duty B), but also have the additional responsibilities of equipment accountability and inspection. While only 9 percent of their duty time is spent in Duty K (*Performing General Supply and Equipment Activities*), Table 3 clearly shows that Equipment Support Job members are the only members that spend more than 1 percent of their duty time in this area. On average, job incumbents perform 65 tasks. Representative tasks include:

- Inventory equipment, tools, parts, or supplies, other than cargo
- Clean vehicle exteriors or interiors
- Maintain correct tire pressure
- Wax vehicles
- Inspect vehicle safety devices
- Deliver or pick up vehicles for maintenance
- Complete AF Forms 1297 (Temporary Issue Receipts) hand receipts to ensure accountability
- Store hazardous supplies, such as oil, solvents, or gasoline
- Inspect vehicles released from maintenance facilities
- Perform vehicle before-, during-, or after-operation inspections
- Establish procedures for accountability of equipment, tools, parts, or supplies
- Maintain material safety data sheets (MSDSs) for hazardous cargo
- Perform yard security inspections of operations areas or vehicles

Table 4 shows that this job is comprised of experienced airmen – all hold either the 5- or 7-skill level (73 and 27 percent, respectively). Most hold an E-5 paygrade. All members are AD personnel and average over 10 years in service. Only 5 percent of these AD airmen are in their first enlistment. Seventy-seven percent are supervisors.

LICENSING AND RECORDS JOB

IV. LICENSING AND RECORDS JOB (ST103). There were four jobs identified in this study whose incumbents spend the highest percentage of their job time in Duty D (*Performing Fleet Management Activities*). However, each of these jobs have unique tasks that distinguish them from the others. The first (and smallest -- less than 1 percent of the total sample) of these jobs is the Licensing and Records Job. As shown in Table 3, these 14 members spend 80 percent of their work time in Duty D. This is a highly-specialized job, with the job members performing only 21 tasks on average -- the lowest such total of all identified jobs or clusters. Distinctive tasks for this job are:

- Issue USAF vehicle operator identification cards
- Maintain qualified vehicle trainer lists
- Document drivers' licensings or qualifications
- Coordinate license suspensions or revocations with other agencies
- Initiate driver background checks
- Process AF Forms 171 (Request for Driver's Training and Addition to U.S. Government Driver's License)
- Maintain vehicle operator information records
- Maintain accountability of accountable over-the-road trip items, such as toll tickets, invoices, or credit cards
- Complete vehicle misuse reports or letters
- Verify government credit card transactions
- Process or maintain vehicle instructor letters
- Review vehicle operator permits for currency or restrictions

As shown in Table 4, this job is one of the more junior jobs identified throughout this study. All members of the Licensing and Records Job hold either the 3- or 5-skill level (29 and 71 percent, respectively). The predominant paygrade is E-4. Forty-two percent of these airmen have fewer than 48 months in service. All are AD, averaging 4 ½ years of service.

VEHICLE CONTROL JOB

V. **VEHICLE CONTROL JOB (ST114).** Table 3 shows that the 41 members of this job (2 percent of the total sample) spend the highest percentage of their job time in Duty D (*Performing Fleet Management Activities*). On average, airmen in this job perform 50 tasks. The representative tasks listed below clearly show the emphasis on tasks which pertain to Vehicle Control Officer (VCO) functions:

- Perform no-notice vehicle technical inspections
- Conduct VCO training
- Conduct vehicle control function staff assistance visits
- Maintain unit VCO lists
- Brief vehicle control officers (VCOs) on no-notice vehicle technical inspection results
- Schedule VCO meetings
- Complete no-notice vehicle technical inspection reports
- Implement VCO programs
- Conduct VCO meetings
- Provide vehicle technical inspection results to unit commander
- Write VCO meeting minutes
- Check vehicles for accident forms
- Conduct top-wheels programs
- Write inspection reports
- Process AF Forms 171 (Request for Driver's Training and Addition to U.S. Government Driver's License)

As shown in Table 4, this job is comprised exclusively of AD members who average approximately 8½ years in service. Predominant paygrades are E-4 and E-5. Twenty-nine percent are supervisors.

FLEET MANAGEMENT JOB

VI. FLEET MANAGEMENT JOB (ST112). This job represents 3 percent of the total survey sample. The 46 members spend 64 percent of their time performing fleet management tasks found in Duty D. In addition, 19 percent of their time is spent performing tasks within Duty H (*Performing Management and Supervisory Activities*). Job incumbents perform a relatively large number of tasks on average (83). Representative tasks for Fleet Management Job members include:

- Maintain vehicle fleet records
- Maintain vehicle priority recall listings
- Rotate vehicles based on evaluation of mileage and usage reports
- Maintain vehicle authorization listings (VALs)
- Develop mission essential level (MEL) listings
- Process vehicle authorization requests
- Implement vehicle priority-buy programs
- Develop or update vehicle replacement priority listings
- Review tables of allowance
- Review online vehicle integrated management system (OLVIMS) data
- Review vehicle misuse investigation reports
- Develop or update vehicle rotation plans
- Review fleet analyses
- Maintain vehicle allocation or due-in lists
- Maintain or update custody authorization/custody receipt listings (CA/CRLs)
- Process vehicle receipts, issues, shipments, or transfer transactions

In general, members of this group are more experienced than the other technically-oriented jobs. For example, 80 percent possess the 7-skill level and 87 percent are supervisors (see Table 4). Predominant paygrades for these job members are E-5 and E-6. This group is comprised almost exclusively of AD members (96 percent). These AD members average over 13 years in service. Only one Fleet Management Job respondent is in their first enlistment.

REGISTERED EQUIPMENT MANAGEMENT SYSTEM JOB

VII. REGISTERED EQUIPMENT MANAGEMENT SYSTEM (REMS) JOB (ST102). Representing only 1 percent of the overall survey sample, the airmen in this job account for and monitor vehicle authorizations and receipts. As shown in Table 3, these 17 members spend nearly all of their duty time (88 percent) in Duty D (*Performing Fleet Management Activities*). On average, incumbents perform 28 mostly specialized tasks, to include:

- Process vehicle receipts, issues, shipments, or transfer transactions
- Maintain or update custody authorization/custody receipt listings (CA/CRLs)
- Process defense reutilization management office (DRMO) vehicles
- Maintain vehicle authorization listings (VALs)
- Process vehicle authorization requests
- Perform annual validations of allowance identifiers (AIDs) using Air Force Equipment Management System (AFEMS)
- Maintain vehicle fleet records
- Process vehicle repair authority and disposition actions
- Review tables of allowance
- Maintain vehicle allocation or due-in lists
- Review online vehicle integrated management system (OLVIMS) data
- Complete vehicle data reconciliation reports
- Process unreported assets
- Validate vehicle authorization adjustment actions
- Verify vehicle inventories
- Rotate vehicles based on evaluation of mileage and usage reports
- Recall lower priority vehicles to fill higher priority requirements

Most of these members (94 percent) are on Active Duty (see Table 4). These AD members average nearly 9½ years in service. All hold either the 5- or 7-skill level (76 and 24 percent, respectively). The predominant paygrade is E-5. While they are a relatively senior group of technicians, only 12 percent indicated that they supervise other members.

TRAINING JOB

VIII. TRAINING JOB (ST94). This relatively small job comprises only 2 percent of the overall survey sample. As shown in Table 3, the members of the Training Job spend the highest percentage of their duty time (47 percent) in Duty I (*Performing Training Activities*). An additional 15 percent of their job time is spent performing vehicle operations tasks associated with Duty B. For the most part, these job incumbents are performing unit training and maintaining training files at the squadron or flight level (rather than conducting formal resident training). Distinctive tasks performed include:

- Evaluate progress of trainees
- Determine training requirements
- Conduct on-the-job training (OJT)
- Maintain training records or files
- Develop training programs, plans, or procedures
- Inspect training materials or aids for operation or suitability
- Counsel trainees on training progress
- Brief personnel concerning training programs or matters
- Evaluate effectiveness of training programs, plans, or procedures
- Develop or procure training materials or aids
- Personalize lesson plans
- Evaluate training methods or techniques of instructors
- Establish or maintain study reference files
- Administer or score tests
- Write training reports
- Develop written tests
- Prepare job qualification standards (JQSs)
- Inspect vehicle safety devices

Table 4 shows 69 percent of these airmen hold the 5-skill level, while an additional 31 percent hold the 7-skill level. The predominant paygrade for this job is E-5. About half (47 percent) are supervisors. This job has AD, ANG, and AFRC representation, although 83 percent are AD members who average nearly 10 years in service. Of these AD airmen, only 7 percent are in their first enlistment.

MANAGEMENT AND SUPERVISION CLUSTER

IX. MANAGEMENT AND SUPERVISION OPERATIONS CLUSTER (ST59).

The 114 members of this cluster represent the most senior respondents in the survey sample. As shown in Table 3, more than half (56 percent) of their duty time is spent in Duty H (*Performing Management and Supervisory Activities*). Common tasks performed by members of this cluster include:

- Counsel subordinates concerning personal matters
- Write recommendations for awards or decorations
- Inspect personnel for compliance with military standards
- Conduct supervisory performance feedback sessions
- Evaluate personnel for promotion, demotion, reclassification, or special awards
- Write or indorse military performance reports
- Evaluate personnel for compliance with performance standards
- Interpret policies, directives, or procedures for subordinates
- Conduct supervisory orientations for newly assigned personnel
- Determine or establish work assignments or priorities
- Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- Establish performance standards for subordinates
- Develop or establish work methods or procedures
- Initiate actions required due to substandard performance of personnel
- Assign personnel to work areas or duty positions
- Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
- Conduct self-inspections or self-assessments
- Schedule personnel for temporary duty (TDY) assignments, leaves, or passes

There are two distinct jobs identified within this cluster: (a) Technical Manager Job and (b) Manager/Supervisor Job. While both of these jobs have a great deal of similarity in terms of tasks performed and time spent on those tasks, there are some notable differences. The following paragraphs will describe these jobs groups individually.

A. Technical Manager Job (ST 89). This is a very small job of supervisors who continue to perform technical tasks associated with the AFSC 2T1X1 career ladder. As shown in Table 3, while the highest percentage of their job time is spent in Duty H (*Performing Management and Supervisory Activities*), an additional 22 percent is spent performing technical vehicle operations tasks in Duty B (*Operating Vehicles*).

All job incumbents are supervisors (see Table 4). In addition, this job has the highest concentration of ANG and AFRC members (10 and 40 percent, respectively). The remaining 50 percent are AD members, who average nearly 11 years in service. All are located in the continental United States (CONUS).

B. Manager/Supervisor Job (ST 108). This is the core group of senior AFSC 2T1X1 career ladder members. In contrast to their Technical Manager counterparts, a full 60 percent of their duty time is in Duty H (*Performing Management and Supervisory Activities*).

This is the most senior group in the survey sample. Unlike the Technical Manager Job, this job primarily consists of AD personnel--91 percent of the members in the Manager/Supervisor Job are AD and average 17½ years in service. The predominant paygrade is E-7. Nearly all respondents (97 percent) indicated that they supervise other members.

TABLE 3

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	Vehicle Operations Cluster (ST81) (N=1,142)	Entry-Level Vehicle Operator Job (ST104) (N=195)			Vehicle Operator Job (ST144) (N=816)			Senior Vehicle Operator Job (ST164) (N=99)		
A PERFORMING DISPATCH OPERATIONS AND DISPATCH SUPPORT ACTIVITIES	15	9			16			16		
B OPERATING VEHICLES	40	42			42			21		
C SERVICING OR MAINTAINING VEHICLES	25	42			22			10		
D PERFORMING FLEET MANAGEMENT ACTIVITIES	4	1			3			21		
E PERFORMING BASE SUPPLY DELIVERY ACTIVITIES	1	-			1			2		
F PERFORMING FIELD OR EMERGENCY ACTION ACTIVITIES	6	4			7			6		
G PERFORMING MOBILE AERIAL PORT ACTIVITIES	1	1			1			2		
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	4	1			4			13		
I PERFORMING TRAINING ACTIVITIES	2	-			3			6		
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	1	-			1			2		
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	-			-			1		

" - " indicates less than 1 percent

TABLE 3 (Continued)

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	Dispatcher Job (ST109) (N=127)	Equipment Support Job (ST115) (N=22)	Licensing/ Records Job (ST103) (N=14)	Vehicle Control Job (ST114) (N=41)	Fleet Mgmt Job (ST112) (N=46)	REMS Job (ST102) (N=17)
A PERFORMING DISPATCH OPERATIONS AND DISPATCH SUPPORT ACTIVITIES	64	6	7	4	3	2
B OPERATING VEHICLES	7	17	2	7	3	1
C SERVICING OR MAINTAINING VEHICLES	4	26	2	9	2	2
D PERFORMING FLEET MANAGEMENT ACTIVITIES	2	3	80	67	64	88
E PERFORMING BASE SUPPLY DELIVERY ACTIVITIES	1	6	1	1	1	3
F PERFORMING FIELD OR EMERGENCY ACTION ACTIVITIES	-	3	-	-	-	-
G PERFORMING MOBILE AERIAL PORT ACTIVITIES	-	-	-	-	-	-
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	15	25	1	8	19	2
I PERFORMING TRAINING ACTIVITIES	4	4	5	2	5	-
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	2	1	2	1	2	1
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	9	-	1	1	1

" - " indicates less than 1 percent

TABLE 3 (Continued)


RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	Training Job (ST94) (N=36)	Management/ Supervision Cluster (ST59) (N=114)	Technical Manager Job (ST89) (N=10)	Manager/ Supervisor Job (ST108) (N=97)
A PERFORMING DISPATCH OPERATIONS AND DISPATCH SUPPORT ACTIVITIES	3	11	16	10
B OPERATING VEHICLES	17	6	22	4
C SERVICING OR MAINTAINING VEHICLES	7	3	13	2
D PERFORMING FLEET MANAGEMENT ACTIVITIES	6	9	2	9
E PERFORMING BASE SUPPLY DELIVERY ACTIVITIES	1	-	-	-
F PERFORMING FIELD OR EMERGENCY ACTION ACTIVITIES	1	1	3	1
G PERFORMING MOBILE AERIAL PORT ACTIVITIES	-	-	-	-
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	15	56	30	60
I PERFORMING TRAINING ACTIVITIES	47	10	13	10
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	3	3	1	3
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	-	1	-	1

" - " indicates less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS



	Vehicle Operations Cluster (ST81)	Entry-Level Vehicle Operator Job (ST104)	Vehicle Operator Job (ST144)	Senior Vehicle Operator Job (ST164)
NUMBER IN GROUP	1142	195	816	99
PERCENT OF SAMPLE	68%	N/A	N/A	N/A
PERCENT IN CONUS	78%	85%	76%	81%
SKILL-LEVEL DISTRIBUTION:				
2T131	27%	54%	24%	2%
2T151	59%	41%	65%	52%
2T171	14%	5%	11%	46%
2T191	0%	0%	0%	0%
2T100	0%	0%	0%	0%
COMPONENT STATUS:				
ACTIVE DUTY	79%	79%	84%	61%
AIR NATIONAL GUARD	16%	16%	12%	30%
AIR FORCE RESERVE	5%	5%	4%	9%
ADDITIONAL INFORMATION				
PREDOMINANT GRADE(S)	E-4	E-2 / E-4	E-4	E-5
AVERAGE MONTHS IN SERVICE *	58	32	58	121
PERCENT IN FIRST ENLISTMENT *	52%	83%	51%	9%
PERCENT SUPERVISING	28%	8%	27%	65%
AVERAGE NUMBER OF TASKS PERFORMED	85	32	88	178

* Active Duty Only

TABLE 4 (Continued)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	Dispatcher Job (ST109)	Equipment Support Job (ST115)	Licensing/ Records Job (ST103)	Vehicle Control Job (ST114)	Fleet Mgmt Job (ST112)	REMS Job (ST102)
NUMBER IN GROUP	127	22	14	41	46	17
PERCENT OF SAMPLE	8	1	1	2	3	1%
PERCENT IN CONUS	65%	68%	64%	73%	78%	71%
SKILL-LEVEL DISTRIBUTION:						
2T131	8%	0%	29%	5%	0%	0%
2T151	55%	73%	71%	71%	20%	76%
2T171	37%	27%	0%	24%	80%	24%
2T191	0%	0%	0%	0%	0%	0%
2T100	0%	0%	0%	0%	0%	0%
COMPONENT STATUS:						
ACTIVE DUTY	98%	100%	100%	100%	96%	94%
AIR NATIONAL GUARD	0%	0%	0%	0%	0%	0%
AIR FORCE RESERVE	2%	0%	0%	0%	4%	6%
ADDITIONAL INFORMATION						
PREDOMINANT GRADE(S)	E-5	E-5	E-4	E-4 / E-5	E-5 / E-6	E-5
AVERAGE MONTHS IN SERVICE *	106	124	54	104	158	113
PERCENT IN FIRST ENLISTMENT *	9%	5%	42%	6%	2%	13%
PERCENT SUPERVISING	75%	77%	7%	29%	87%	12%
AVERAGE NUMBER OF TASKS PERFORMED	55	65	21	50	83	28

* Active Duty Only

TABLE 4 (Continued)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	Training Job (ST94)	Management/ Supervision Cluster (ST59)	Technical Manager Job (ST89)	Manager/ Supervisor Job (ST108)
NUMBER IN GROUP	36	114	10	97
PERCENT OF SAMPLE	2	7	N/A	N/A
PERCENT IN CONUS	89%	72%	100%	70%
SKILL-LEVEL DISTRIBUTION:				
2T131	0%	0%	0%	0%
2T151	69%	12%	30%	9%
2T171	31%	68%	70%	68%
2T191	0%	9%	0%	11%
2T100	0%	11%	0%	12%
COMPONENT STATUS:				
ACTIVE DUTY	83%	88%	50%	91%
AIR NATIONAL GUARD	11%	6%	10%	6%
AIR FORCE RESERVE	6%	6%	40%	3%
ADDITIONAL INFORMATION				
PREDOMINANT GRADE(S)	E-5	E-7	E-5	E-7
AVERAGE MONTHS IN SERVICE *	116	204	128	210
PERCENT IN FIRST ENLISTMENT *	7%	1%	0%	1%
PERCENT SUPERVISING	47%	96%	100%	97%
AVERAGE NUMBER OF TASKS PERFORMED	44	68	50	70

* Active Duty Only

Comparison to Previous Surveys

Table 5 shows the specialty job structure identified in this report compared to the jobs and clusters identified in the 1995 AFSC 2T1X1 Occupational Survey Report. In general, the job structure of this career ladder has remained consistent during this period of time. Most of the major jobs and clusters identified in this report matched to similar jobs or clusters from the previous survey.

Three of the minor jobs identified in the current survey did not match any of the jobs or clusters found in previous surveys. These are:

- Equipment Support Job
- REMS Job
- Training Job

In addition, there were three jobs or clusters identified in the previous survey that were not identified in the current survey. These were:

- Quality Assurance Independent Job
- Transportation Control Center (TCC) Independent Job
- Readiness Support Independent Job

The disappearance of these jobs does not necessarily mean that these functions have gone away entirely. Rather, it simply means that the people performing these functions did not spend enough of their job time performing tasks that were substantially different than other respondents. Therefore, the CODAP automated job clustering program did not separate them into their own job.

TABLE 5

SPECIALTY JOB COMPARISON BETWEEN CURRENT AND PREVIOUS SURVEYS

CURRENT SURVEY (1999) (N=1,684)	PREVIOUS SURVEY (1995) (N=2,149)
Vehicle Operations Cluster -- Entry-Level Vehicle Operator Job -- Vehicle Operator Job -- Senior Vehicle Operator Job	Vehicle Operations Job Cluster -- Entry-Level Servicing/Maintenance Job -- Vehicle Operator Job -- Vehicle Operator/Dispatcher Job -- Vehicle Operator Maintenance Job -- Entry-Level Operator/Dispatcher Job -- Maintenance/Inspection Job
Dispatcher Job	Dispatcher Job Cluster -- Dispatcher Job -- Senior/Chief Dispatcher Job
Equipment Support Job	<i>(No similar job identified)</i>
Licensing and Records Job	Operator's Records and Licensing Section Independent Job
Vehicle Control Job	Vehicle Control Independent Job
Fleet Management Job	Fleet Management Independent Job
REMS Job	<i>(No similar job identified)</i>
Training Job	<i>(No similar job identified)</i>
Management and Supervision Cluster -- Technical Manager Job -- Manager/Supervisor Job	Management/Supervisory Job Cluster -- Vehicle Operations Management Job -- Dispatch Support Supervisor Job -- Vehicle Operations Superintendent Job -- Combat Readiness Planning Job
<i>(No similar job identified)</i>	Quality Assurance Independent Job
<i>(No similar job identified)</i>	Transportation Control Center (TCC) Independent Job
<i>(No similar job identified)</i>	Readiness Support Independent Job

ANALYSIS OF DAFSC GROUPS FOR THE AFSC 2T1X1 CAREER LADDER

An analysis of DAFSC groups, in conjunction with analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at various skill levels. This information may then be used to evaluate how well career ladder documents, such as the AFMAN 36-2108 *Airman Classification, Specialty Description*, and the Career Field Education and Training Plan (CFETP), reflect what career ladder personnel are actually doing in the field.

The distribution of AFSC 2T1X1 skill-level groups across the career ladder jobs and clusters is displayed in Tables 6-9, while Tables 10-13 offer another perspective by displaying the relative percent time spent on each duty across skill-level groups. These tables also reflect the distribution of AD, ANG, and AFRC personnel. A typical pattern of progression is noted within the AFSC 2T1X1 career ladder. Personnel at the 3- and 5-skill levels work in the technical jobs of the career ladder and spend most of their time on technical tasks. As incumbents move into the 7-skill level, higher percentages work in the supervisory jobs, but most still spend time performing some technical tasks. At the 9- and CEM-skill levels, individuals have substantially moved away from technical tasks and are performing very high percentages of supervisory and management functions. ANG and AFRC members are more technical than their AD counterparts across all skill levels.

Skill-Level Descriptions

DAFSC 2T131. These 338 airmen account for 20 percent of the overall survey sample. Nearly all (93 percent) are in the Vehicle Operations Cluster (see Table 6). All are AD.

As shown in Table 10, these airmen spend nearly half of their duty time (46 percent) performing the technical tasks of Duty B (*Operating Vehicles*). In addition, they spend 31 percent of their work time in Duty C (*Servicing or Maintaining Vehicles*). These airmen perform an average of only 56 tasks, the most common of which are listed in Table 14.

DAFSC 2T151. There are a total of 931 DAFSC 2T151 survey respondents. This group accounts for 55 percent of the total survey sample. As shown in Table 7, these respondents are very technical in nature, with 70 percent of AD members working in the Vehicle Operations Cluster. ANG and AFRC DAFSC 2T151 members have an even greater technical focus, as shown by their comparatively higher percentages working in the Vehicle Operations Cluster (88 and 74 percent, respectively).

Table 11 provides a comparison of the percent time spent on duties for AD, ANG, and AFRC forces at the 5-skill level. On average, these airmen perform 77 tasks. Like their 3-skill level counterparts, DAFSC 2T151 members across all components spend the highest percentage of their time performing technical tasks within Duties B and C. Active Duty 5-skill level members show a marked increase in Duty A (*Performing Dispatch Operations and Dispatch Support Activities*).

Tables 15-18 list representative tasks performed by DAFSC 2T151 personnel. Table 19 reflects those tasks which best differentiate AD 5-skill levels from AD 3-skill levels. Table 20 shows tasks which best differentiate between AD 5-skill levels and ANG 5-skill levels. Finally, Table 21 shows tasks which best differentiate AD 5-skill levels from AFRC 5-skill levels.

DAFSC 2T171. As a collective group, the 390 DAFSC 2T171 members from all three components represent 23 percent of the survey sample and perform an average of 85 tasks. Table 8 shows the distribution of DAFSC 2T171 group members across specialty jobs. This table clearly shows the differences between AD DAFSC 2T171 members and their ANG and AFRC counterparts. While ANG and AFRC continue to have high percentages in the Vehicle Operations Cluster, only 24 percent of AD 7-skill level members are performing the work of this cluster. Instead, AD 7-skill level personnel have high percentages working in the Dispatcher Job, Fleet Management Job, and the Management/Supervision Cluster.

Table 12 shows the relative percent time spent on duties by DAFSC 2T171 groups. As shown, AD members spend higher percentages of their duty time in Duty H (*Performing Management and Supervisory Activities*). All three component groups spend a relatively high percentage of their time in Duty A (*Performing Dispatch Operations and Dispatch Support Activities*).

Tables 22-25 list representative tasks performed by DAFSC 2T171 personnel. Table 26 reflects those tasks which best differentiate AD DAFSC 2T151 members from AD DAFSC 2T171 members. Table 27 presents tasks which best differentiate between AD 7-skill level members and ANG 7-skill level members. Table 28 presents tasks which best differentiate between AD 7-skill level members and AFRC 7-skill level members.

DAFSCs 2T191 and 2T100. Only AD 9- and CEM-skill level members are included in this survey. Combined, these 25 survey respondents comprise only 1 percent of the total sample and average of 57 mostly non-technical tasks.

Table 9 shows the high percentages of AD DAFSC 2T191 personnel across specialty jobs. As expected, very high percentages of these members were performing work within the Management/Supervision Cluster. In fact, these senior career ladder members have no representation in any other identified job.

Table 13 reflects the time spent on duties by DAFSC 2T191 and 2T100 personnel. Duty H dominates their duty time, accounting for 59 and 66 percent of the respective work performed by these two groups.

Representative tasks performed by DAFSC 2T191 and 2T100 personnel are listed in Tables 29-30. The tasks which best differentiate between AD 9-skill levels and 7-skill levels are reflected in Table 31. Table 32 shows tasks which best differentiate between AD 9-skill levels and AD CEM-skill levels.

Summary

Progression in the Vehicle Operations career ladder follows a typical pattern of highly-technical focus at the lower skill levels, with a broadening into supervision and management beginning at the 7-skill level. An emphasis is clearly seen in performing primarily the core work of the career ladder at the 3- and 5-skill levels. Craftsmen at the 7-skill level begin to shift to more supervisory jobs, although some of their time is still spent in the technical arena (ANG and AFRC 7-skill levels spend a higher percentage of their time performing technical tasks than their AD counterparts.) Active Duty 9- and CEM-skill level members are nearly totally focused on non-technical tasks associated with management and supervision.

TABLE 6

DISTRIBUTION OF DAFSC 2T131 GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	ACTIVE 2T131 (N=338)
Vehicle Operations Cluster	93
-- Entry-Level Vehicle Operator Job	(32)
-- Vehicle Operator Job	(60)
-- Senior Vehicle Operator Job	(1)
Dispatcher Job	3
Equipment Support Job	-
Licensing and Records Job	1
Vehicle Control Job	1
Fleet Management Job	-
REMS Job	-
Training Job	-
Management and Supervision Cluster	-
-- Technical Manager Job	(-)
-- Manager/Supervisor Job	(-)
Not Grouped	2

TABLE 7

DISTRIBUTION OF DAFSC 2T151 GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	TOTAL 2T151 (N=931)	ACTIVE 2T151 (N=758)	ANG 2T151 (N=120)	AFRC 2T151 (N=53)
Vehicle Operations Cluster **	73	70	88	74
-- Entry-Level Vehicle Operator Job	(9)	(6)	(21)	(17)
-- Vehicle Operator Job	(57)	(59)	(47)	(43)
-- Senior Vehicle Operator Job	(6)	(5)	(10)	(8)
Dispatcher Job	8	9	-	-
Equipment Support Job	2	2	-	-
Licensing and Records Job	1	1	-	-
Vehicle Control Job	3	4	-	-
Fleet Management Job	1	1	-	4
REMS Job	1	2	-	2
Training Job	3	3	2	4
Management and Supervision Cluster **	2	2	-	2
-- Technical Manager Job	(-)	(-)	(-)	(2)
-- Manager/Supervisor Job	(1)	(1)	(-)	(-)
Not Grouped	6	6	10	14

* NOTE 1: " - " denotes less than 1 percent

** NOTE 2: When summed, jobs within clusters will not always account for every member within the cluster. This is because some cluster members--while performing essentially the same work as other cluster members--did not group cleanly into any of the identified jobs within the cluster.

TABLE 8

DISTRIBUTION OF DAFSC 2T171 GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	TOTAL 2T171 (N=390)	ACTIVE 2T171 (N=273)	ANG 2T171 (N=91)	AFRC 2T171 (N=26)
Vehicle Operations Cluster **	40	24	81	58
-- Entry-Level Vehicle Operator Job	(3)	(2)	(6)	(4)
-- Vehicle Operator Job	(23)	(14)	(45)	(35)
-- Senior Vehicle Operator Job	(12)	(9)	(20)	(19)
Dispatcher Job	12	16	-	12
Equipment Support Job	2	2	-	-
Licensing and Records Job	-	-	-	-
Vehicle Control Job	3	4	-	-
Fleet Management Job	10	14	-	-
REMS Job	1	2	-	-
Training Job	3	3	2	-
Management and Supervision Cluster **	20	24	8	23
-- Technical Manager Job	(2)	(1)	(1)	(12)
-- Manager/Supervisor Job	(17)	(21)	(7)	(12)
Not Grouped	9	11	9	7

* NOTE 1: “-” denotes less than 1 percent

** NOTE 2: When summed, jobs within clusters will not always account for every member within the cluster. This is because some cluster members—while performing essentially the same work as other cluster members—did not group cleanly into any of the identified jobs within the cluster.

TABLE 9

DISTRIBUTION OF ACTIVE DUTY DAFSC 2T191 AND 2T100 GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	ACTIVE 2T191 (N=12)	ACTIVE 2T100 (N=13)
Vehicle Operations Cluster **	-	-
-- Entry-Level Vehicle Operator Job	(-)	(-)
-- Vehicle Operator Job	(-)	(-)
-- Senior Vehicle Operator Job	(-)	(-)
Dispatcher Job	-	-
Equipment Support Job	-	-
Licensing and Records Job	-	-
Vehicle Control Job	-	-
Fleet Management Job	-	-
REMS Job	-	-
Training Job	-	-
Management and Supervision Cluster **	83	92
-- Technical Manager Job	(-)	(-)
-- Manager/Supervisor Job	(83)	(92)
Not Grouped	17	8

* NOTE 1: "-" denotes less than 1 percent

** NOTE 2: When summed, jobs within clusters will not always account for every member within the cluster. This is because some cluster members--while performing essentially the same work as other cluster members--did not group cleanly into any of the identified jobs within the cluster.

TABLE 10

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC 2T131 PERSONNEL

<u>DUTIES</u>		ACTIVE 2T131 (N=338)
A	PERFORMING DISPATCH OPERATIONS AND DISPATCH SUPPORT ACTIVITIES	11
B	OPERATING VEHICLES	46
C	SERVICING OR MAINTAINING VEHICLES	31
D	PERFORMING FLEET MANAGEMENT ACTIVITIES	3
E	PERFORMING BASE SUPPLY DELIVERY ACTIVITIES	1
F	PERFORMING FIELD OR EMERGENCY ACTION ACTIVITIES	5
G	PERFORMING MOBILE AERIAL PORT ACTIVITIES	1
H	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1
I	PERFORMING TRAINING ACTIVITIES	1
J	PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	-
K	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	-

" - " indicates less than 1 percent

TABLE 11

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC 2T151 GROUPS

DUTIES	TOTAL 2T151 (N=931)	ACTIVE 2T151 (N=758)	ANG 2T151 (N=120)	AFRC 2T151 (N=53)
A PERFORMING DISPATCH OPERATIONS AND DISPATCH SUPPORT ACTIVITIES	20	22	12	12
B OPERATING VEHICLES	32	30	40	38
C SERVICING OR MAINTAINING VEHICLES	19	18	25	22
D PERFORMING FLEET MANAGEMENT ACTIVITIES	10	10	6	8
E PERFORMING BASE SUPPLY DELIVERY ACTIVITIES	1	1	-	1
F PERFORMING FIELD OR EMERGENCY ACTION ACTIVITIES	5	5	7	6
G PERFORMING MOBILE AERIAL PORT ACTIVITIES	1	1	2	1
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	6	7	3	6
I PERFORMING TRAINING ACTIVITIES	4	4	3	4
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	1	1	1	1
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	1	1	1

" - " indicates less than 1 percent

TABLE 12

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC 2T171 GROUPS

DUTIES	TOTAL 2T171 (N=390)	ACTIVE 2T171 (N=273)	ANG 2T171 (N=91)	AFRC 2T171 (N=26)
A PERFORMING DISPATCH OPERATIONS AND DISPATCH SUPPORT ACTIVITIES	17	17	17	19
B OPERATING VEHICLES	15	10	28	26
C SERVICING OR MAINTAINING VEHICLES	9	7	15	11
D PERFORMING FLEET MANAGEMENT ACTIVITIES	18	21	12	13
E PERFORMING BASE SUPPLY DELIVERY ACTIVITIES	1	1	-	-
F PERFORMING FIELD OR EMERGENCY ACTION ACTIVITIES	3	1	6	4
G PERFORMING MOBILE AERIAL PORT ACTIVITIES	1	-	2	1
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	25	31	10	13
I PERFORMING TRAINING ACTIVITIES	8	8	9	10
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	2	3	1	2
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	1	-	1

" - " indicates less than 1 percent

TABLE 13

RELATIVE PERCENT TIME SPENT ON DUTIES BY ACTIVE DUTY DAFSC 2T191 AND 2T100 GROUPS

DUTIES	ACTIVE	
	2T191 (N=12)	2T100 (N=13)
A PERFORMING DISPATCH OPERATIONS AND DISPATCH SUPPORT ACTIVITIES	9	4
B OPERATING VEHICLES	2	-
C SERVICING OR MAINTAINING VEHICLES	-	-
D PERFORMING FLEET MANAGEMENT ACTIVITIES	18	20
E PERFORMING BASE SUPPLY DELIVERY ACTIVITIES	-	-
F PERFORMING FIELD OR EMERGENCY ACTION ACTIVITIES	-	-
G PERFORMING MOBILE AERIAL PORT ACTIVITIES	-	-
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	59	66
I PERFORMING TRAINING ACTIVITIES	7	7
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	4	3
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	-

" - " indicates less than 1 percent

TABLE 14

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 2T131 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=338)	
C0099	Inspect vehicles for cleanliness and serviceability	95
C0102	Maintain correct tire pressure	93
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	91
C0095	Clean vehicle exteriors or interiors	90
C0109	Wax vehicles	90
C0097	Deliver or pick up vehicles for maintenance	90
C0098	Drain air tanks	88
B0089	Transport passengers, other than DVs	87
B0075	Refuel vehicles using vehicle identification links (VILs)	87
C0092	Check vehicles for accident forms	86
C0100	Inspect vehicles released from maintenance facilities	84
B0063	Operate vehicles on flightlines	80
B0052	Inspect vehicle safety devices	80
B0064	Perform aircrew transportation support activities	78
C0105	Report vehicle status to dispatch personnel	78
B0059	Maintain passenger discipline	77
B0086	Transport DVs	76
B0067	Perform vehicle before-, during-, or after-operation inspections	75
B0078	Report radio malfunctions or failures to dispatchers	75
B0079	Secure wheel chocks	74
C0091	Change tires	74
B0077	Report pickup or release times to dispatchers	71
B0048	Direct operations using hand signals	71
B0049	Display or cover staff car plates or flags	70
B0057	Load or unload cargo onto or from vehicles	68
C0093	Check vehicles for appropriate decals	65
C0094	Clean battery terminals or boxes	63
A0039	Transmit or receive instructions on radios using 10-series codes	62
B0043	Block or secure cargo or equipment on vehicles	62
B0068	Position vehicles for loading or offloading	60
C0108	Tighten loose nuts, bolts, or connections	60
B0071	Recover vehicles	59
B0073	Refuel vehicles or procure services using fleet service card	58
B0085	Transport cargo or equipment, other than explosives or hazardous materials	56
B0044	Connect or disconnect tractor-trailer combinations	56

Average Number of Tasks Performed: 56

TABLE 15

REPRESENTATIVE TASKS PERFORMED BY ALL 2T151 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=931)	
C0099	Inspect vehicles for cleanliness and serviceability	83
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	81
C0102	Maintain correct tire pressure	79
C0092	Check vehicles for accident forms	79
C0095	Clean vehicle exteriors or interiors	78
B0075	Refuel vehicles using vehicle identification links (VILs)	74
C0109	Wax vehicles	74
B0063	Operate vehicles on flightlines	72
C0097	Deliver or pick up vehicles for maintenance	72
B0044	Connect or disconnect tractor-trailer combinations	72
B0052	Inspect vehicle safety devices	71
C0098	Drain air tanks	71
B0089	Transport passengers, other than DVs	70
B0067	Perform vehicle before-, during-, or after-operation inspections	69
B0079	Secure wheel chocks	69
C0100	Inspect vehicles released from maintenance facilities	68
B0057	Load or unload cargo onto or from vehicles	68
B0069	Raise or lower landing gear on semitrailers	67
B0043	Block or secure cargo or equipment on vehicles	66
B0048	Direct operations using hand signals	65
C0105	Report vehicle status to dispatch personnel	64
C0091	Change tires	64
C0093	Check vehicles for appropriate decals	62
B0045	Connect or disconnect vehicles to or from wreckers	62
B0071	Recover vehicles	62
B0059	Maintain passenger discipline	61
B0068	Position vehicles for loading or offloading	61
B0086	Transport DVs	60
B0054	Inspect wrecker equipment, such as cables, shear pins, winches, or outriggers	60
A0039	Transmit or receive instructions on radios using 10-series codes	59
B0077	Report pickup or release times to dispatchers	59
C0094	Clean battery terminals or boxes	59
B0049	Display or cover staff car plates or flags	59
B0064	Perform aircrew transportation support activities	58
A0031	Receive transportation requests	58

Average Number of Tasks Performed: 77

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 2T151 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=758)
C0099	Inspect vehicles for cleanliness and serviceability	82
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	79
C0092	Check vehicles for accident forms	78
B0075	Refuel vehicles using vehicle identification links (VILs)	77
C0102	Maintain correct tire pressure	77
C0095	Clean vehicle exteriors or interiors	76
C0097	Deliver or pick up vehicles for maintenance	73
C0109	Wax vehicles	72
C0100	Inspect vehicles released from maintenance facilities	71
C0098	Drain air tanks	71
B0052	Inspect vehicle safety devices	70
B0044	Connect or disconnect tractor-trailer combinations	70
B0063	Operate vehicles on flightlines	69
B0089	Transport passengers, other than DVs	68
B0067	Perform vehicle before-, during-, or after-operation inspections	68
B0057	Load or unload cargo onto or from vehicles	67
B0069	Raise or lower landing gear on semitrailers	67
B0079	Secure wheel chocks	66
B0048	Direct operations using hand signals	65
C0091	Change tires	65
B0086	Transport DVs	64
B0045	Connect or disconnect vehicles to or from wreckers	64
B0043	Block or secure cargo or equipment on vehicles	64
C0105	Report vehicle status to dispatch personnel	63
B0054	Inspect wrecker equipment, such as cables, shear pins, winches, or outriggers	63
B0071	Recover vehicles	63
A0039	Transmit or receive instructions on radios using 10-series codes	62
B0049	Display or cover staff car plates or flags	61
A0005	Brief drivers on routes, addresses, weather, or safety precautions	60
C0093	Check vehicles for appropriate decals	60
B0059	Maintain passenger discipline	60
B0056	Lift or lower vehicles using wrecker booms	60
B0068	Position vehicles for loading or offloading	60
A0031	Receive transportation requests	59
B0077	Report pickup or release times to dispatchers	59

Average Number of Tasks Performed: 78

TABLE 17

REPRESENTATIVE TASKS PERFORMED BY
AIR NATIONAL GUARD 2T151 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=120)	
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	93
C0099	Inspect vehicles for cleanliness and serviceability	91
C0095	Clean vehicle exteriors or interiors	91
C0102	Maintain correct tire pressure	90
C0109	Wax vehicles	88
B0063	Operate vehicles on flightlines	85
B0079	Secure wheel chocks	85
B0044	Connect or disconnect tractor-trailer combinations	85
C0092	Check vehicles for accident forms	84
B0089	Transport passengers, other than DVs	83
B0052	Inspect vehicle safety devices	81
B0043	Block or secure cargo or equipment on vehicles	78
B0067	Perform vehicle before-, during-, or after-operation inspections	77
B0057	Load or unload cargo onto or from vehicles	76
B0069	Raise or lower landing gear on semitrailers	73
C0105	Report vehicle status to dispatch personnel	72
B0068	Position vehicles for loading or offloading	70
B0059	Maintain passenger discipline	69
B0073	Refuel vehicles or procure services using fleet service card	69
C0097	Deliver or pick up vehicles for maintenance	69
B0048	Direct operations using hand signals	68
C0093	Check vehicles for appropriate decals	68
C0098	Drain air tanks	68
B0046	Cover cargo or equipment with protective covers	68
B0083	Tow equipment using pintle hooks	65
F0213	Jump-start vehicles	65
B0076	Remove or install trailer safety chains	63
B0071	Recover vehicles	62
C0091	Change tires	61
B0085	Transport cargo or equipment, other than explosives or hazardous materials	60
F0216	Operate vehicles over rough terrain or in adverse weather	60
B0075	Refuel vehicles using vehicle identification links (VILs)	58
C0094	Clean battery terminals or boxes	58
F0215	Operate vehicles in chemical warfare environments	58

Average Number of Tasks Performed: 71

TABLE 18

REPRESENTATIVE TASKS PERFORMED BY
AIR FORCE RESERVE 2T151 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=53)
C0099	Inspect vehicles for cleanliness and serviceability	85
B0089	Transport passengers, other than DVs	83
B0063	Operate vehicles on flightlines	83
C0102	Maintain correct tire pressure	83
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	83
C0092	Check vehicles for accident forms	83
C0095	Clean vehicle exteriors or interiors	81
C0098	Drain air tanks	75
B0044	Connect or disconnect tractor-trailer combinations	74
C0109	Wax vehicles	74
B0075	Refuel vehicles using vehicle identification links (VILs)	72
B0079	Secure wheel chocks	72
C0097	Deliver or pick up vehicles for maintenance	72
C0105	Report vehicle status to dispatch personnel	68
B0064	Perform aircrew transportation support activities	66
B0067	Perform vehicle before-, during-, or after-operation inspections	66
B0052	Inspect vehicle safety devices	66
B0048	Direct operations using hand signals	66
B0059	Maintain passenger discipline	64
C0093	Check vehicles for appropriate decals	64
B0043	Block or secure cargo or equipment on vehicles	64
B0057	Load or unload cargo onto or from vehicles	64
C0100	Inspect vehicles released from maintenance facilities	62
B0046	Cover cargo or equipment with protective covers	62
B0047	Direct cargo loading or unloading	62
B0073	Refuel vehicles or procure services using fleet service card	60
B0068	Position vehicles for loading or offloading	60
C0091	Change tires	60
F0216	Operate vehicles over rough terrain or in adverse weather	60
A0030	Process AF Forms 868 (Request for Motor Vehicle Service)	58
A0004	Assign vehicles to match transportation requirements	58
C0094	Clean battery terminals or boxes	58
F0213	Jump-start vehicles	58
B0069	Raise or lower landing gear on semitrailers	57

Average Number of Tasks Performed: 75

TABLE 19

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSC 2T131 AND ACTIVE DUTY DAFSC 2T151 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE 2T131 (N=338)	ACTIVE 2T151 (N=758)	DIFF
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(No tasks were performed by 20 percent more AD DAFSC 2T131 members than AD DAFSC 2T151 members)

A0005	Brief drivers on routes, addresses, weather, or safety precautions	27.22	59.50	-32.28
A0004	Assign vehicles to match transportation requirements	23.96	55.80	-31.84
I0292	Conduct on-the-job training (OJT)	14.79	44.99	-30.19
A0003	Assign operators to vehicles	23.37	53.30	-29.93
A0025	Perform emergency or contingency checklist actions	12.72	40.50	-27.78
A0017	Issue dispatch instructions	16.57	44.33	-27.76
A0014	Debrief vehicle operators	15.09	42.74	-27.66
A0022	Maintain events logs	21.89	49.47	-27.58
A0008	Conduct dispatcher shift change briefings	13.31	40.77	-27.45
A0026	Perform personnel or vehicle recalls in response to contingency or emergency situations	11.83	39.18	-27.35
A0018	Issue or collect accountable over-the-road trip items, such as toll tickets, invoices, or credit cards	16.86	43.80	-26.94
A0029	Prioritize transportation requests	15.98	42.88	-26.90
A0009	Control off-base trip packets	12.72	39.58	-26.86
A0015	Dispatch vehicles for DV transportation	18.93	45.78	-26.84

TABLE 20

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSC 2T151 AND AIR NATIONAL GUARD DAFSC 2T151 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		ACTIVE 2T151 (N=758)	ANG 2T151 (N=120)	DIFF
A0013	Correct or report violations of radio discipline	43.14	12.50	30.64
B0086	Transport DV's	63.98	35.00	28.98
A0026	Perform personnel or vehicle recalls in response to contingency or emergency situations	39.18	11.67	27.52
A0008	Conduct dispatcher shift change briefings	40.77	14.17	26.60
A0018	Issue or collect accountable over-the-road trip items, such as toll tickets, invoices, or credit cards	43.80	17.50	26.30
A0022	Maintain events logs	49.47	23.33	26.14
A0025	Perform emergency or contingency checklist actions	40.50	15.00	25.50
A0009	Control off-base trip packets	39.58	15.83	23.74
A0027	Perform yard security inspections of operations areas or vehicles	58.84	36.67	22.17
A0039	Transmit or receive instructions on radios using 10-series codes	62.14	40.00	22.14
B0074	Refuel vehicles using AF Forms 1252 (USAF Vehicle Serv-O-Plate)	21.11	50.83	-29.73
F0215	Operate vehicles in chemical warfare environments	33.25	57.50	-24.25
D0144	Issue USAF vehicle operator identification cards	11.61	35.83	-24.22

TABLE 21

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSC 2T151 AND AIR FORCE RESERVE DAFSC 2T151 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE 2T151 (N=758)	RESERVE 2T151 (N=53)	DIFF
A0022 Maintain events logs	49.47	22.64	26.83
B0050 Estimate cargo weight	50.66	30.19	20.47
A0013 Correct or report violations of radio discipline	43.14	24.53	18.61
B0045 Connect or disconnect vehicles to or from wreckers	63.72	45.28	18.44
B0056 Lift or lower vehicles using wrecker booms	59.50	41.51	17.99
A0006 Brief management on distinguished visitor (DV) support activities	34.96	18.87	16.09
B0071 Recover vehicles	63.06	47.17	15.89
A0027 Perform yard security inspections of operations areas or vehicles	58.84	43.40	15.44
B0074 Refuel vehicles using AF Forms 1252 (USAF Vehicle Serv-O-Plate)	21.11	49.06	-27.95
F0215 Operate vehicles in chemical warfare environments	33.25	52.83	-19.58
B0089 Transport passengers, other than DVs	67.55	83.02	-15.47
D0138 Document drivers' licensings or qualifications	16.89	32.08	-15.19

TABLE 22

REPRESENTATIVE TASKS PERFORMED BY ALL DAFSC 2T171 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=390)
C0099	Inspect vehicles for cleanliness and serviceability	65
H0249	Counsel subordinates concerning personal matters	65
H0272	Inspect personnel for compliance with military standards	63
I0292	Conduct on-the-job training (OJT)	62
H0282	Write recommendations for awards or decorations	58
A0004	Assign vehicles to match transportation requirements	58
C0092	Check vehicles for accident forms	58
H0248	Conduct supervisory performance feedback sessions	57
A0003	Assign operators to vehicles	57
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	57
A0005	Brief drivers on routes, addresses, weather, or safety precautions	57
H0251	Determine or establish work assignments or priorities	56
B0067	Perform vehicle before-, during-, or after-operation inspections	56
H0273	Interpret policies, directives, or procedures for subordinates	55
H0246	Conduct self-inspections or self-assessments	55
H0286	Write or indorse military performance reports	54
A0031	Receive transportation requests	53
B0063	Operate vehicles on flightlines	53
H0267	Evaluate personnel for compliance with performance standards	52
C0102	Maintain correct tire pressure	52
B0075	Refuel vehicles using vehicle identification links (VILs)	52
I0293	Determine training requirements	51
H0247	Conduct supervisory orientations for newly assigned personnel	50
H0257	Develop or establish work schedules	49
H0242	Assign personnel to work areas or duty positions	49
C0095	Clean vehicle exteriors or interiors	49
C0100	Inspect vehicles released from maintenance facilities	49
H0268	Evaluate personnel for promotion, demotion, reclassification, or special awards	48
I0300	Evaluate progress of trainees	48
H0256	Develop or establish work methods or procedures	48
H0244	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	47
I0303	Maintain training records or files	47
H0262	Establish performance standards for subordinates	47

Average Number of Tasks Performed: 85

TABLE 23

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 2T171 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=273)
H0249 Counsel subordinates concerning personal matters	73
H0286 Write or indorse military performance reports	70
H0272 Inspect personnel for compliance with military standards	70
H0248 Conduct supervisory performance feedback sessions	69
H0282 Write recommendations for awards or decorations	69
H0273 Interpret policies, directives, or procedures for subordinates	66
H0251 Determine or establish work assignments or priorities	60
H0267 Evaluate personnel for compliance with performance standards	58
H0262 Establish performance standards for subordinates	58
I0292 Conduct on-the-job training (OJT)	58
H0246 Conduct self-inspections or self-assessments	58
C0099 Inspect vehicles for cleanliness and serviceability	56
H0256 Develop or establish work methods or procedures	54
H0244 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	53
H0257 Develop or establish work schedules	52
H0270 Initiate actions required due to substandard performance of personnel	52
H0268 Evaluate personnel for promotion, demotion, reclassification, or special awards	51
H0250 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	50
H0247 Conduct supervisory orientations for newly assigned personnel	50
I0293 Determine training requirements	49
C0092 Check vehicles for accident forms	49
B0067 Perform vehicle before-, during-, or after-operation inspections	48
B0075 Refuel vehicles using vehicle identification links (VILs)	48
A0004 Assign vehicles to match transportation requirements	47
I0303 Maintain training records or files	47
H0279 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	47
H0278 Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	45
H0245 Conduct safety inspections of equipment or facilities	45
I0300 Evaluate progress of trainees	45

Average Number of Tasks Performed: 77

TABLE 24

REPRESENTATIVE TASKS PERFORMED BY
AIR NATIONAL GUARD 2T171 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=91)
C0099	Inspect vehicles for cleanliness and serviceability	88
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	88
A0005	Brief drivers on routes, addresses, weather, or safety precautions	87
B0063	Operate vehicles on flightlines	86
A0003	Assign operators to vehicles	85
C0102	Maintain correct tire pressure	84
A0004	Assign vehicles to match transportation requirements	84
B0079	Secure wheel chocks	81
B0089	Transport passengers, other than DVs	78
C0092	Check vehicles for accident forms	77
B0044	Connect or disconnect tractor-trailer combinations	77
C0095	Clean vehicle exteriors or interiors	76
C0105	Report vehicle status to dispatch personnel	76
B0069	Raise or lower landing gear on semitrailers	75
B0048	Direct operations using hand signals	75
B0067	Perform vehicle before-, during-, or after-operation inspections	74
C0109	Wax vehicles	74
B0057	Load or unload cargo onto or from vehicles	74
I0292	Conduct on-the-job training (OJT)	73
B0083	Tow equipment using pintle hooks	73
B0052	Inspect vehicle safety devices	71
A0031	Receive transportation requests	71
B0073	Refuel vehicles or procure services using fleet service card	71
D0159	Process AF Forms 171 (Request for Driver's Training and Addition to U.S. Government Driver's License)	70
B0043	Block or secure cargo or equipment on vehicles	70
B0068	Position vehicles for loading or offloading	69
B0047	Direct cargo loading or unloading	69
C0093	Check vehicles for appropriate decals	69
B0046	Cover cargo or equipment with protective covers	69
C0098	Drain air tanks	68
C0097	Deliver or pick up vehicles for maintenance	67
F0215	Operate vehicles in chemical warfare environments	67
B0085	Transport cargo or equipment, other than explosives or hazardous materials	66

Average Number of Tasks Performed: 103

TABLE 25

REPRESENTATIVE TASKS PERFORMED BY
AIR FORCE RESERVE 2T171 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=26)
C0092	Check vehicles for accident forms	88
A0003	Assign operators to vehicles	88
B0063	Operate vehicles on flightlines	85
A0031	Receive transportation requests	85
A0004	Assign vehicles to match transportation requirements	85
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	85
B0073	Refuel vehicles or procure services using fleet service card	85
C0099	Inspect vehicles for cleanliness and serviceability	81
B0047	Direct cargo loading or unloading	81
C0095	Clean vehicle exteriors or interiors	81
B0067	Perform vehicle before-, during-, or after-operation inspections	77
A0005	Brief drivers on routes, addresses, weather, or safety precautions	77
B0064	Perform aircrew transportation support activities	77
B0044	Connect or disconnect tractor-trailer combinations	77
B0089	Transport passengers, other than DVs	73
B0068	Position vehicles for loading or offloading	73
A0036	Schedule drivers' breaks or lunch periods	73
B0079	Secure wheel chocks	73
B0043	Block or secure cargo or equipment on vehicles	73
C0102	Maintain correct tire pressure	73
I0292	Conduct on-the-job training (OJT)	69
I0300	Evaluate progress of trainees	69
C0093	Check vehicles for appropriate decals	69
B0074	Refuel vehicles using AF Forms 1252 (USAF Vehicle Serv-O-Plate)	69
C0098	Drain air tanks	69
B0048	Direct operations using hand signals	69
I0291	Counsel trainees on training progress	65
B0075	Refuel vehicles using vehicle identification links (VILs)	65
B0052	Inspect vehicle safety devices	65
B0069	Raise or lower landing gear on semitrailers	65
A0039	Transmit or receive instructions on radios using 10-series codes	65
B0057	Load or unload cargo onto or from vehicles	65
I0293	Determine training requirements	62
A0014	Debrief vehicle operators	62

Average Number of Tasks Performed: 105

TABLE 26

TASKS WHICH BEST DIFFERENTIATE BETWEEN ACTIVE DUTY DAFSC 2T151 AND
ACTIVE DUTY DAFSC 2T171 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE 2T151 (N=758)	ACTIVE 2T171 (N=120)	DIFF
C0109 Wax vehicles	72.30	29.30	42.99
C0098 Drain air tanks	71.37	30.04	41.34
B0077 Report pickup or release times to dispatchers	59.37	19.05	40.32
B0079 Secure wheel chocks	65.96	26.01	39.96
B0057 Load or unload cargo onto or from vehicles	67.28	28.57	38.71
B0086 Transport DVs	63.98	25.64	38.34
B0084 Tow vehicles	58.71	20.51	38.19
C0095 Clean vehicle exteriors or interiors	75.86	37.73	38.13
B0049 Display or cover staff car plates or flags	60.69	22.71	37.98
C0102 Maintain correct tire pressure	77.31	39.56	37.75
H0286 Write or indorse military performance reports	16.62	70.33	-53.71
H0282 Write recommendations for awards or decorations	17.81	68.86	-51.05
H0248 Conduct supervisory performance feedback sessions	20.32	69.23	-48.91
H0249 Counsel subordinates concerning personal matters	25.07	73.26	-48.19
H0273 Interpret policies, directives, or procedures for subordinates	19.00	65.57	-46.57
H0272 Inspect personnel for compliance with military standards	26.78	70.33	-43.55
H0251 Determine or establish work assignments or priorities	18.60	60.07	-41.47
H0262 Establish performance standards for subordinates	17.02	57.88	-40.86
H0244 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	12.40	52.75	-40.35
H0268 Evaluate personnel for promotion, demotion, reclassification, or special awards	12.53	51.28	-38.75

TABLE 27

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSC 2T171 AND AIR NATIONAL GUARD DAFSC 2T171 PERSONNEL

TASKS	ACTIVE 2T171 (N=273)	ANG 2T171 (N=91)	DIFF
H0286 Write or indorse military performance reports	70.33	8.79	61.54
H0248 Conduct supervisory performance feedback sessions	69.23	25.27	43.96
H0282 Write recommendations for awards or decorations	68.86	28.57	40.29
H0273 Interpret policies, directives, or procedures for subordinates	65.57	25.27	40.29
H0270 Initiate actions required due to substandard performance of personnel	51.65	14.29	37.36
H0262 Establish performance standards for subordinates	57.88	20.88	37.00
H0279 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	47.25	14.29	32.97
H0249 Counsel subordinates concerning personal matters	73.26	42.86	30.40
H0272 Inspect personnel for compliance with military standards	70.33	42.86	27.47
B0079 Secure wheel chocks	26.01	81.32	-55.31
B0083 Tow equipment using pintle hooks	20.88	72.53	-51.65
C0105 Report vehicle status to dispatch personnel	24.91	75.82	-50.92
B0089 Transport passengers, other than DVs	30.04	78.02	-47.99
B0063 Operate vehicles on flightlines	38.46	85.71	-47.25
F0215 Operate vehicles in chemical warfare environments	20.51	67.03	-46.52
B0062 Operate vehicles in convoys	16.48	62.64	-46.15
B0074 Refuel vehicles using AF Forms 1252 (USAF Vehicle Serv-O-Plate)	8.42	53.85	-45.42
B0057 Load or unload cargo onto or from vehicles	28.57	73.63	-45.05
B0046 Cover cargo or equipment with protective covers	24.54	69.23	-44.69
C0109 Wax vehicles	29.30	73.63	-44.32

TABLE 28

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSC 2T171 AND AIR FORCE RESERVE DAFSC 2T171 PERSONNEL

TASKS		ACTIVE 2T171 (N=273)	AFRC 2T171 (N=26)	DIFF
H0270	Initiate actions required due to substandard performance of personnel	51.65	19.23	32.42
H0261	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	39.56	7.69	31.87
H0279	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	47.25	15.38	31.87
H0262	Establish performance standards for subordinates	57.88	26.92	30.95
H0248	Conduct supervisory performance feedback sessions	69.23	38.46	30.77
H0286	Write or indorse military performance reports	70.33	42.31	28.02
D0170	Receive, process, or investigate customer complaints	37.00	11.54	25.46
H0263	Establish procedures for accountability of equipment, tools, parts, or supplies	30.77	7.69	23.08
B0074	Refuel vehicles using AF Forms 1252 (USAF Vehicle Serv-O-Plate)	8.42	69.23	-60.81
B0064	Perform aircrew transportation support activities	23.08	76.92	-53.85
B0073	Refuel vehicles or procure services using fleet service card	31.87	84.62	-52.75
B0047	Direct cargo loading or unloading	33.33	80.77	-47.44
B0079	Secure wheel chocks	26.01	73.08	-47.07
B0063	Operate vehicles on flightlines	38.46	84.62	-46.15
B0068	Position vehicles for loading or offloading	27.47	73.08	-45.60
F0215	Operate vehicles in chemical warfare environments	20.51	65.38	-44.87
B0043	Block or secure cargo or equipment on vehicles	28.21	73.08	-44.87
B0044	Connect or disconnect tractor-trailer combinations	32.60	76.92	-44.32
B0081	Stack palletized cargo	13.55	57.69	-44.14

TABLE 29

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY DAFSC 2T191 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=12)
H0273 Interpret policies, directives, or procedures for subordinates	92
H0249 Counsel subordinates concerning personal matters	83
H0286 Write or indorse military performance reports	83
H0268 Evaluate personnel for promotion, demotion, reclassification, or special awards	83
H0282 Write recommendations for awards or decorations	83
H0244 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	83
H0267 Evaluate personnel for compliance with performance standards	83
H0248 Conduct supervisory performance feedback sessions	83
H0252 Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	83
H0276 Review budget requirements	83
H0250 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	83
H0258 Draft budget requirements	83
H0277 Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	83
H0261 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	83
H0278 Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	83
H0255 Develop self-inspection or self-assessment program checklists	83
H0247 Conduct supervisory orientations for newly assigned personnel	83
H0283 Write replies to inspection reports	83
H0264 Evaluate inspection report findings or inspection procedures	83
H0256 Develop or establish work methods or procedures	75
H0272 Inspect personnel for compliance with military standards	75
H0251 Determine or establish work assignments or priorities	75
H0279 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	75
H0281 Write job or position descriptions	75
H0260 Draft supplements or changes to directives, such as policy directives, instructions, or manuals	75
A0006 Brief management on distinguished visitor (DV) support activities	75

Average Number of Tasks Performed: 60

TABLE 30
REPRESENTATIVE TASKS PERFORMED BY
ACTIVE DUTY DAFSC 2T100 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=13)
H0272	Inspect personnel for compliance with military standards	100
H0273	Interpret policies, directives, or procedures for subordinates	92
H0286	Write or indorse military performance reports	92
H0268	Evaluate personnel for promotion, demotion, reclassification, or special awards	92
H0282	Write recommendations for awards or decorations	92
H0256	Develop or establish work methods or procedures	92
H0277	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	92
H0264	Evaluate inspection report findings or inspection procedures	92
H0267	Evaluate personnel for compliance with performance standards	92
H0276	Review budget requirements	92
H0248	Conduct supervisory performance feedback sessions	92
H0278	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	92
H0283	Write replies to inspection reports	92
H0253	Develop organizational or functional charts	92
H0250	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	85
H0244	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	85
H0261	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	85
H0279	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	85
H0252	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	85
H0249	Counsel subordinates concerning personal matters	85
H0255	Develop self-inspection or self-assessment program checklists	85
H0258	Draft budget requirements	85
H0270	Initiate actions required due to substandard performance of personnel	85
H0262	Establish performance standards for subordinates	85
H0281	Write job or position descriptions	85
H0271	Initiate personnel action requests	85

Average Number of Tasks Performed: 54

TABLE 31

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSC 2T171 AND ACTIVE DUTY DAFSC 2T191 PERSONNEL

TASKS	ACTIVE 2T171 (N=273)	ACTIVE 2T191 (N=12)	DIFF
C0100	42.86	.00	42.86
B0075	48.35	8.33	40.02
C0099	56.41	16.67	39.74
C0102	39.56	.00	39.56
C0095	37.73	.00	37.73
C0090	44.69	8.33	36.36
E0192	35.53	.00	35.53
Complete AF Forms 1297 (Temporary Issue Receipts) hand receipts to ensure accountability			
C0097	35.16	.00	35.16
A0027	34.80	.00	34.80
Perform yard security inspections of operations areas or vehicles			
H0258	24.18	83.33	-59.16
H0276	26.01	83.33	-57.33
H0254	15.02	66.67	-51.65
H0260	26.37	75.00	-48.63
Draft budget requirements			
Review budget requirements			
Develop resource protection programs			
Draft supplements or changes to directives, such as policy directives, instructions, or manuals			
H0264	37.00	83.33	-46.34
H0252	38.46	83.33	-44.87
Evaluate inspection report findings or inspection procedures			
Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans			
H0277	38.46	83.33	-44.87
Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals			
H0261	39.56	83.33	-43.77
Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)			

TABLE 32

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSC 2T191 AND ACTIVE DUTY DAFSC 2T100 PERSONNEL

TASKS	ACTIVE 2T191 (N=12)	ANG 2T100 (N=13)	DIFF
A0006	75.00	30.77	44.23
A0012	41.67	.00	41.67
A0014	41.67	.00	41.67
I0292	50.00	15.38	34.62
A0037	41.67	7.69	33.97
I0293	66.67	38.46	28.21
H0254	66.67	38.46	28.21
D0112	8.33	69.23	-60.90
D0111	16.67	69.23	-52.56
H0253	58.33	92.31	-33.97
J0312	8.33	38.46	-30.13
H0259	25.00	53.85	-28.85
H0243	41.67	69.23	-27.56
H0275	50.00	76.92	-26.92
H0271	58.33	84.62	-26.28
H0272	75.00	100.00	-25.00

TRAINING ANALYSIS

Occupational survey data are one of many sources of information which can be used to assist in the development of training programs. At times, it may be beneficial to examine AD airmen at various points in their career. The primary methods of categorizing survey respondents are either by their total active federal military service (TAFMS) or their respective time in career field (TICF). Due to different methods of calculating TAFMS and TICF data for ANG and AFRC personnel, this information is only appropriate for AD members.

Using these methods, one can evaluate training by examining percentages of AD first-job (1-24 months TAFMS) or first-enlistment (1-48 months TAFMS) members performing specific tasks, as well as TE and TD ratings (previously explained in the **SURVEY METHODOLOGY** section).

Active Duty First-Enlistment Personnel

In this study, there are 533 AD AFSC 2T1X1 members in their first-enlistment, representing 32 percent of the AFSC 2T1X1 career ladder. Figure 2 reflects the distribution of first-enlistment personnel within the career ladder.

**DISTRIBUTION OF ACTIVE DUTY AFSC 2T1X1
FIRST-ENLISTMENT PERSONNEL ACROSS SPECIALTY JOBS
(N = 533)**

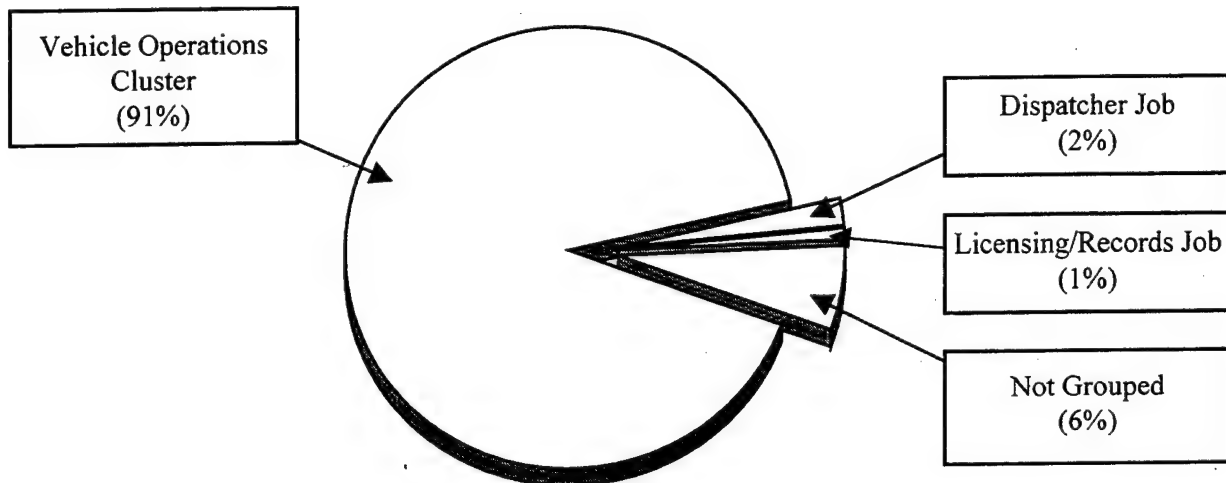


FIGURE 2

As shown, 91 percent of these airmen are in the Vehicle Operations Cluster. Table 33 shows first-enlistment AFSC 2T1X1 personnel spend the highest percentages of their duty time performing technical tasks found in Duty B (*Operating Vehicles*) and Duty C (*Servicing or Maintaining Vehicles*). Table 34 lists representative tasks performed by first-enlistment AFSC 2T1X1 personnel. As shown, these members have a strong emphasis on basic vehicle operation and upkeep.

Table 35 lists the percent time spent on duties by DAFSC 2T1X1 personnel in their first job (defined as 1-24 months TAFMS). These 236 airmen spend 81 percent of their overall job time in Duties B and C. Table 36 lists the representative tasks performed by these first-job personnel.

Table 37 reflects the most common vehicles operated by AD AFSC 2T1X1 first-enlistment respondents.

TABLE 33

RELATIVE PERCENT TIME SPENT ON DUTIES BY AFSC 2T1X1
 FIRST-ENLISTMENT PERSONNEL (1-48 MONTHS TAFMS)
 (N=533)

DUTIES

PERCENT TIME SPENT

A	PERFORMING DISPATCH OPERATIONS AND DISPATCH SUPPORT ACTIVITIES	12
B	OPERATING VEHICLES	45
C	SERVICING OR MAINTAINING VEHICLES	29
D	PERFORMING FLEET MANAGEMENT ACTIVITIES	4
E	PERFORMING BASE SUPPLY DELIVERY ACTIVITIES	1
F	PERFORMING FIELD OR EMERGENCY ACTION ACTIVITIES	6
G	PERFORMING MOBILE AERIAL PORT ACTIVITIES	1
H	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1
I	PERFORMING TRAINING ACTIVITIES	1
J	PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	-
K	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	-

" - " indicates less than 1 percent

TABLE 34

REPRESENTATIVE TASKS PERFORMED BY AFSC 2T1X1
 FIRST-ENLISTMENT PERSONNEL (1-48 MONTHS TAFMS)
 (N=533)

TASKS	PERCENT MEMBERS PERFORMING
C0099 Inspect vehicles for cleanliness and serviceability	94
C0102 Maintain correct tire pressure	93
C0095 Clean vehicle exteriors or interiors	91
C0090 Add vehicle fluids, such as water, oil, coolants, or solvents	91
C0109 Wax vehicles	90
C0097 Deliver or pick up vehicles for maintenance	90
B0075 Refuel vehicles using vehicle identification links (VILs)	87
C0098 Drain air tanks	87
B0089 Transport passengers, other than DVs	86
C0092 Check vehicles for accident forms	86
C0100 Inspect vehicles released from maintenance facilities	86
B0052 Inspect vehicle safety devices	81
B0063 Operate vehicles on flightlines	80
B0086 Transport DVs	79
C0105 Report vehicle status to dispatch personnel	78
B0059 Maintain passenger discipline	77
B0067 Perform vehicle before-, during-, or after-operation inspections	76
B0079 Secure wheel chocks	76
B0064 Perform aircrew transportation support activities	75
B0078 Report radio malfunctions or failures to dispatchers	75
B0048 Direct operations using hand signals	74
C0091 Change tires	74
B0077 Report pickup or release times to dispatchers	73
B0049 Display or cover staff car plates or flags	73
B0057 Load or unload cargo onto or from vehicles	73
B0071 Recover vehicles	67
B0043 Block or secure cargo or equipment on vehicles	67
C0094 Clean battery terminals or boxes	66
C0093 Check vehicles for appropriate decals	65
B0044 Connect or disconnect tractor-trailer combinations	65
B0068 Position vehicles for loading or offloading	64
C0108 Tighten loose nuts, bolts, or connections	64

* Average Number of Tasks Performed: 63

TABLE 35

RELATIVE PERCENT TIME SPENT ON DUTIES BY ACTIVE DUTY
AFSC 2T1X1 FIRST-JOB PERSONNEL (1-24 MONTHS TAFMS)
(N=236)

DUTIES	PERCENT TIME SPENT
A PERFORMING DISPATCH OPERATIONS AND DISPATCH SUPPORT ACTIVITIES	8
B OPERATING VEHICLES	47
C SERVICING OR MAINTAINING VEHICLES	34
D PERFORMING FLEET MANAGEMENT ACTIVITIES	2
E PERFORMING BASE SUPPLY DELIVERY ACTIVITIES	1
F PERFORMING FIELD OR EMERGENCY ACTION ACTIVITIES	5
G PERFORMING MOBILE AERIAL PORT ACTIVITIES	1
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1
I PERFORMING TRAINING ACTIVITIES	1
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES	-
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	-

" - " indicates less than 1 percent

TABLE 36

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY
AFSC 2T1X1 FIRST-JOB PERSONNEL (1-24 MONTHS TAFMS)
(N=236)

TASKS	PERCENT MEMBERS PERFORMING
C0099 Inspect vehicles for cleanliness and serviceability	99
C0102 Maintain correct tire pressure	96
C0090 Add vehicle fluids, such as water, oil, coolants, or solvents	95
C0097 Deliver or pick up vehicles for maintenance	94
C0095 Clean vehicle exteriors or interiors	93
C0109 Wax vehicles	93
C0098 Drain air tanks	90
B0089 Transport passengers, other than DVs	89
B0075 Refuel vehicles using vehicle identification links (VILs)	89
C0092 Check vehicles for accident forms	88
C0100 Inspect vehicles released from maintenance facilities	85
B0052 Inspect vehicle safety devices	82
B0063 Operate vehicles on flightlines	80
C0105 Report vehicle status to dispatch personnel	79
B0059 Maintain passenger discipline	79
B0078 Report radio malfunctions or failures to dispatchers	77
B0064 Perform aircrew transportation support activities	76
B0086 Transport DVs	76
B0067 Perform vehicle before-, during-, or after-operation inspections	75
C0091 Change tires	75
B0079 Secure wheel chocks	72
B0048 Direct operations using hand signals	71
B0049 Display or cover staff car plates or flags	70
B0077 Report pickup or release times to dispatchers	69
B0057 Load or unload cargo onto or from vehicles	66
C0093 Check vehicles for appropriate decals	62
C0094 Clean battery terminals or boxes	61
A0039 Transmit or receive instructions on radios using 10-series codes	58
C0108 Tighten loose nuts, bolts, or connections	58
B0043 Block or secure cargo or equipment on vehicles	58
B0071 Recover vehicles	57
B0073 Refuel vehicles or procure services using fleet service card	56
B0068 Position vehicles for loading or offloading	55

* Average Number of Tasks Performed: 51

TABLE 37

VEHICLES OPERATED BY FIRST-ENLISTMENT ACTIVE DUTY
AFSC 2T1X1 PERSONNEL (PERCENT MEMBERS OPERATING)

VEHICLE	1-48 MOS TAFMS (N=533)
Buses, 29 to 45 Passenger Conventional	91
Staff Cars through 1-Ton Trucks	91
Forklifts, 10K	86
Trucks, 1.5- to 2.5-Ton Commercial	72
Forklifts, 6K	71
Buses, 10 to 28 Passenger Conventional	69
Four-Wheel Drive Vehicles	57
Tractors, 10-Ton	56
Tractors, 40' Flatbed	56
Buses, Surrey	55
Forklifts, All-Terrain (ATLs)	55
Wreckers, Commercial Design Hydraulic	55
Tractors, 25' Flatbed	54
Tractors, 5-Ton	52
Forklifts, 4K	51
Buses, 37 to 45 Passenger Intercity	48
Tractors, 7.5-Ton	48
Trailers, Van	48
Buses, Motor Coach	44
Trailers, Tilt-Deck	41

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder Non-Commissioned Officers (NCOs) working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the JI considered important for first-assignment personnel training.

Tasks having the highest TE ratings for first-enlistment AFSC 2T1X1 personnel are listed in Table 38. Included for each task are (a) the percentage of 1-24 months TAFMS personnel performing, (b) the percentage of 1-48 months TAFMS personnel performing, and (c) the TD rating.

Table 39 lists the tasks with the highest TD ratings. Included for each task are (a) the percentage of 1-24 months TAFMS personnel performing, (b) the percentage of 1-48 months TAFMS personnel performing, and (c) the TE rating.

When TE and TD data are combined with percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-assignment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist technical school personnel, AFOMS has developed a computer program that incorporates these secondary factors and the percentage of first-assignment personnel performing each task to produce an Automated Training Indicator (ATI) for each task. These indicators correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 2, AETCI 36-2601, and allow course personnel to quickly focus their attention on those tasks which are most likely to qualify for initial resident course consideration.

Various lists of tasks, accompanied by TE and TD ratings, and where appropriate, ATI information, are contained in the **TRAINING EXTRACT** package and should be reviewed in detail by training school personnel. (For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.)

TABLE 38

TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS	TRG EMP*	PERCENT MEMBERS PERFORMING			TASK DIFF
		1ST	1ST		
		JOB (N=236)	ENLIST (N = 533)		
B0052	6.59	82	81	4.82	
B0067	6.38	75	76	3.70	
B0063	6.03	80	80	4.76	
B0086	6.00	76	79	4.50	
B0043	5.90	58	67	4.72	
C0091	5.83	75	74	3.80	
C0090	5.72	95	91	2.90	
A0016	5.66	20	33	5.23	
B0051	5.59	43	49	5.25	
B0089	5.55	89	86	3.52	
B0057	5.48	66	73	5.01	
B0046	5.48	46	55	4.18	
B0064	5.45	76	75	4.17	
A0030	5.41	26	38	4.49	
B0048	5.38	71	74	4.03	
C0102	5.24	96	93	2.78	
B0077	5.24	69	73	2.94	
B0044	5.24	50	65	5.09	
C0098	5.21	90	87	3.14	

* Mean TE Rating is 2.34, and Standard Deviation is 1.67 (High TE = 4.01)

** Average TD Rating is 5.00, and Standard Deviation is 1.00

TABLE 38 (Continued)

TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS	TRG EMP*	PERCENT MEMBERS PERFORMING			TASK DIFF
		1ST		ENLIST (N = 533)	
		JOB (N=236)	IST		
A0039	5.21	58	62	3.48	
F0215	5.21	32	38	5.26	
B0059	5.14	79	77	3.96	
B0079	5.10	72	76	2.61	
F0206	5.10	27	32	4.61	
C0100	5.07	85	86	3.00	
F0213	5.07	42	51	4.42	
C0099	5.03	99	94	2.76	
B0078	5.03	77	75	2.89	
B0068	5.03	55	64	4.05	
C0095	5.00	93	91	2.38	
B0054	4.97	48	61	5.46	
B0055	4.90	18	26	4.18	
A0031	4.86	33	44	4.01	
B0042	4.86	33	43	3.62	
B0045	4.83	52	63	6.03	
B0069	4.76	44	62	3.26	
A0038	4.76	13	20	3.54	
B0085	4.69	50	59	5.29	

* Mean TE Rating is 2.34, and Standard Deviation is 1.67 (High TE = 4.01)

** Average TD Rating is 5.00, and Standard Deviation is 1.00

TABLE 39

TASKS RATED HIGHEST IN TASK DIFFICULTY

TASKS	TASK DIFF*	PERCENT MEMBERS PERFORMING			TRG EMP
		IST JOB (N=236)	ENLIST (N = 533)	1ST	
D0113	Assist contracting in developing surveillance plans and evaluation guides	0	2		.10
D0112	Assist contracting in developing statements of work (SOWs)	0	2		.10
D0141	Implement vehicle priority-buy programs	1	1		.86
D0111	Assist contracting in developing performance work statements (PWSs)	0	2		.24
H0259	Draft host-tenant or interservice agreements	1	1		.41
H0276	Review budget requirements	1	2		.55
D0155	Perform annual validations of allowance identifiers (AIDs) using Air Force Equipment Management System (AFEMS)	1	2		.45
H0258	Draft budget requirements	1	1		.62
H0260	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	1	2		.59
B0087	Transport explosives	6	13		3.52
B0060	Move loads with warehouse cranes	1	2		1.17
I0294	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	1	1		.45
B0088	Transport hazardous materials	11	20		3.66
D0135	Develop or review contract amendments	0	1		.38

* Average TD Rating is 5.00, and Standard Deviation is 1.00

** Mean TE Rating is 2.34, and Standard Deviation is 1.67 (High TE = 4.01)

TABLE 39 (Continued)

TASKS RATED HIGHEST IN TASK DIFFICULTY

TASKS	TASK DIFF*	PERCENT MEMBERS PERFORMING			TRG EMP
		1ST	1ST		
		JOB (N=236)	ENLIST (N = 533)		
H0261	6.55	1	2		.76
D0121	6.52	0	1		.17
I0295	6.43	1	3		1.21
D0137	6.41	1	1		1.24
H0284	6.36	0	1		1.28
D0165	6.33	1	2		1.17
D0172	6.28	0	1		.00
I0296	6.27	1	2		.69
D0133	6.27	1	2		1.76
D0136	6.25	1	1		1.00
H0282	6.24	1	1		1.34
D0123	6.22	0	2		1.03
H0281	6.22	1	2		.24
B0061	6.22	2	10		1.41
D0143	6.21	1	1		.76
H0285	6.20	0	1		.69
H0286	6.18	1	1		1.14

* Average TD Rating is 5.00, and Standard Deviation is 1.00

** Mean TE Rating is 2.34, and Standard Deviation is 1.67 (High TE = 4.01)

Specialty Training Standard (STS)

A comprehensive review of STS 2T1X1, dated October 1997, compared STS items to survey data (based on assistance from subject-matter experts in matching JI tasks to STS elements). STS elements containing general knowledge information, mandatory entries, subject-matter-knowledge-only requirements, or basic supervisory responsibilities were not examined. Task knowledge and performance elements of the STS were compared against the standard set forth in AETCI 36-2601 and AFI 36-2623 (i.e., include tasks performed or knowledge required by 30 percent or more of the personnel in a skill level (criterion group) of the AFS).

Overall, the STS provides comprehensive coverage of the work performed by personnel in this career ladder, with survey data supporting most of the essential elements. Some elements with mere proficiency coding have high percentages of personnel performing matched tasks and should be reviewed by training personnel for possible upgrade to performance coding (Table 40). However, as can be seen, several of the STS elements listed in Table 40 are understandably difficult to consistently train to a performance level in a resident training environment (for example, driving in adverse weather conditions, etc.). As such, career field leaders may choose to keep these elements at their current proficiency level – they are merely highlighted to allow AFSC 2T1X1 leaders to make informed decisions regarding entry-level training.

Tasks not referenced to any element of the STS are listed at the end of the STS computer listing in the **TRAINING EXTRACT** for this report. There were some technical tasks performed by 20 percent or more respondents of the STS target groups, that were not referenced to any STS element. These tasks are included in Table 41.

A comprehensive listing of STS 2T1X1 analysis data is provided in the AFSC 2T1X1 **TRAINING EXTRACT**. Career field training personnel and SMEs should thoroughly review this document to determine if STS modification is warranted.

TABLE 40

EXAMPLES OF TECHNICAL TASKS PERFORMED BY AFSC 2T1X1 MEMBERS
SUGGESTED FOR PROFICIENCY CODE REVIEW
(PERCENT MEMBERS PERFORMING)

TASKS	3-Lvl Course	5-Lvl CDC	TNG EMP	PERCENT MEMBERS PERFORMING			TASK DIFF	ATI
				3-SKL LVL (N=338)	5-SKL LVL (N=758)	7-SKL LVL (N=273)		
3.22. Operating Vehicles on Flightline								
B0063 Operate vehicles on flightlines	b	b	6.03	80	69	38	4.76	18
3.23. Operating Vehicles Under Adverse Weather Conditions	A	b						
F0216 Operate vehicles over rough terrain or under adverse weather conditions			4.69	49	49	23	5.15	18
3.24. Operating Vehicles Under Contingency Environments	A	b						
F0215 Operate vehicles in chemical warfare environments			5.21	37	33	21	5.26	12
F0203 Camouflage vehicles			4.17	22	25	13	4.28	11
3.26. Field and Emergency Repairs	A	b						
F0206 Extinguish vehicle fires			5.10	30	27	11	4.61	12
F0213 Jump-start vehicles			5.07	45	53	23	4.42	18
F0222 Remove or replace light bulbs or light assemblies			3.62	32	41	18	4.10	15
3.27. Adverse Terrain Vehicle Operations	A	B						
F0208 Free vehicles from brush, mud, snow, or sand			4.62	44	46	18	4.87	18
3.29. Properly Safeguard Cargo	a	b						
B0046 Cover cargo or equipment with protective covers			5.48	50	55	25	4.18	18
B0081 Stack palletized cargo			4.00	33	38	14	4.26	15
3.31.6. Tractor/Trailer Combinations	1a	3c						
B0044 Connect or disconnect tractor-trailer combinations			5.24	56	70	33	5.09	18
B0069 Raise or lower landing gear on semitrailers			4.76	52	67	30	3.26	13

NOTE 1: Mean TE Rating is 2.34, and Standard Deviation is 1.67 (High TE =4.01)

NOTE 2: Average TD Rating is 5.00, and Standard Deviation is 1.00

TABLE 41

EXAMPLES OF TASKS NOT REFERENCED TO THE AFSC 2T1X1 STS
SUGGESTED FOR POSSIBLE STS INCLUSION
(HIGH PERCENTAGES OF MEMBERS PERFORMING)

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING			TASK DIFF	ATI
		3-SKL LVL (N=338)	5-SKL LVL (N=758)	7-SKL LVL (N=273)		
B0052 Inspect vehicle safety devices	6.59	80	70	37	4.82	18
B0048 Direct operations using hand signals	5.38	71	65	32	4.03	18
B0068 Position vehicles for loading and offloading	5.03	60	60	27	4.05	18
B0084 Tow vehicles	4.38	51	59	21	5.49	18
B0076 Remove or install trailer safety chains	4.00	44	53	20	4.01	17
B0082 Tow cargo	4.00	33	42	16	4.75	15
C0107 Store hazardous supplies, such as oil, solvents, or gasoline	3.07	37	39	16	4.12	15
B0083 Tow equipment using pintle hooks	4.66	44	50	21	4.76	12
C0103 Remove or install tire chains	4.69	34	39	14	4.34	12
F0214 Operate vehicle winches	4.31	43	48	20	5.08	12

NOTE 1: Mean TE Rating is 2.34, and Standard Deviation is 1.67 (High TE =4.01)

NOTE 2: Average TD Rating is 5.00, and Standard Deviation is 1.00

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JOB SATISFACTION ANALYSIS

An examination of the job satisfaction indicators of various groups can give career ladder managers a better understanding of some of the factors which may affect the job performance of airmen in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included to provide indications of job satisfaction.

Table 42 presents job satisfaction data for AFSC 2T1X1 TAFMS groups, together with TAFMS data for a comparative sample of other Direct Support career ladders surveyed in 1997. In terms of their perceived utilization of training and reenlistment intentions, respondents from the AFSC 2T1X1 career ladder gave similar satisfaction ratings to the comparative sample. However, AFSC 2T1X1 personnel rated all other areas much lower than the comparative sample. Job interest ratings were particularly low for first- and second-enlistment AFSC 2T1X1 members.

An indication of how job satisfaction perceptions have changed over time is provided in Table 43, where data for the current survey respondents are presented, along with data from the 1995 AFSC 2T1X1 Occupational Survey Report. Reviewing this table, current survey ratings are generally consistent with the previous survey. This indicates that AFSC 2T1X1 job satisfaction ratings--while low--have remained consistent since 1995.

Finally, Table 44 presents job satisfaction data for AD members of the major jobs and clusters identified in the **SPECIALTY JOBS** section of this report. These ratings show low job satisfaction ratings for the core jobs of the career ladder, namely the Vehicle Operations Cluster and the Dispatcher Job. However, respondents gave comparatively higher job satisfaction ratings for some non-core jobs, such as the Equipment Support Job, Fleet Management Job, and REMS Job. Satisfaction ratings for the Management and Supervision Cluster are comparatively high. In general, jobs with more senior members had higher job satisfaction ratings than jobs containing more junior members. In addition, personnel across all job groups gave relatively high ratings regarding their perceived training utilization.

TABLE 42

COMPARISON OF AFSC 2T1X1 JOB SATISFACTION INDICATORS
BY TAFMS GROUPS (PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	2T1X1 (N=533)	COMP SAMPLE* (N=1,204)	2T1X1 (N=409)	COMP SAMPLE* (N=674)	2T1X1 (N=452)	COMP SAMPLE* (N=2,014)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	39	68	45	74	71	79
SO-SO	28	18	29	15	17	13
DULL	33	14	26	11	12	8
<u>PERCEIVED UTILIZATION OF TALENTS</u>						
FAIRLY WELL TO PERFECTLY	53	72	59	80	83	84
LITTLE OR NOT AT ALL	47	28	41	20	17	16
<u>PERCEIVED UTILIZATION OF TRAINING</u>						
FAIRLY WELL TO PERFECTLY	82	75	78	80	75	80
LITTLE OR NOT AT ALL	18	25	22	20	15	20
<u>SENSE OF ACCOMPLISHMENT</u>						
GAINED FROM WORK						
SATISFIED	41	68	51	72	71	74
NEUTRAL	20	15	15	12	10	9
DISSATISFIED	39	17	34	16	19	17
<u>REENLISTMENT INTENTIONS</u>						
YES, OR PROBABLY YES	50	57	61	68	70	74
NO, OR PROBABLY NO	50	43	39	32	10	8
PLAN TO RETIRE	0	0	0	0	20	18

* NOTE: Comparative sample of Direct Support career ladders surveyed in 1997 consists of AFSC 1T0X1 (Survival, Evasion, Resistance, and Escape Training), AFSC 1T1X1 (Aircrew Life Support), 3V0X1 (Visual Information), AFSC 3C3X1 (Communication-Computer Systems Planning and Implementation), AFSC 3E4X2 (Liquid Fuels Systems Maintenance), AFSC 3E4X2 (Environmental), AFSC 3E5X1 (Engineering), and 3P1X1/A (Combat Arms Training and Maintenance).

TABLE 43

COMPARISON OF CURRENT SURVEY AND PREVIOUS SURVEY BY
TAFMS GROUPS (PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	1999 2T1X1 (N=533)	1995 2T1X1 (N=1,074)	1999 2T1X1 (N=409)	1995 2T1X1 (N=380)	1999 2T1X1 (N=452)	1995 2T1X1 (N=695)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	39	35	45	52	71	70
SO-SO	28	30	29	22	17	20
DULL	33	34	26	26	12	10
<u>PERCEIVED UTILIZATION OF TALENTS</u>						
FAIRLY WELL TO PERFECTLY	53	46	59	65	83	79
LITTLE OR NOT AT ALL	47	54	41	35	17	21
<u>PERCEIVED UTILIZATION OF TRAINING</u>						
FAIRLY WELL TO PERFECTLY	82	79	78	81	75	80
LITTLE OR NOT AT ALL	18	21	22	19	15	20
<u>SENSE OF ACCOMPLISHMENT</u>						
GAINED FROM WORK						
SATISFIED	41	44	51	54	71	70
NEUTRAL	20	21	15	19	10	13
DISSATISFIED	39	35	34	27	19	17
<u>REENLISTMENT INTENTIONS</u>						
YES, OR PROBABLY YES	50	55	61	69	70	75
NO, OR PROBABLY NO	50	45	39	31	10	5
PLAN TO RETIRE	0	0	0	0	20	20

TABLE 44

COMPARISON OF JOB SATISFACTION INDICATORS BY MAJOR SPECIALTY JOBS
(PERCENT ACTIVE DUTY MEMBERS RESPONDING)

	Vehicle Operations Cluster (AD Only) (N=908)	Entry-Level Vehicle Operator Job (AD Only) (N=154)	Vehicle Operator Job (AD Only) (N=685)	Senior Vehicle Operator Job (AD Only) (N=60)
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	44	35	45	52
SO-SO	28	32	26	32
DULL	28	33	29	17
<u>PERCEIVED UTILIZATION OF TALENTS:</u>				
FAIRLY WELL TO PERFECTLY	58	46	59	72
LITTLE OR NOT AT ALL	42	54	41	28
<u>PERCEIVED UTILIZATION OF TRAINING:</u>				
FAIRLY WELL TO PERFECTLY	81	78	81	82
LITTLE OR NOT AT ALL	19	22	19	18
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>				
SATISFIED	46	38	47	57
NEUTRAL	18	19	17	21
DISSATISFIED	36	43	36	22
<u>REENLISTMENT INTENTIONS:</u>				
YES, OR PROBABLY YES	56	48	56	78
NO, OR PROBABLY NO	42	50	42	14
WILL RETIRE	2	2	2	8

TABLE 44 (Continued)

COMPARISON OF JOB SATISFACTION INDICATORS BY MAJOR SPECIALTY JOBS
(PERCENT ACTIVE DUTY MEMBERS RESPONDING)

	Dispatcher Job (AD Only) (N=124)	Equipment Support Job (AD Only) (N=22)	Licensing/ Records Job (AD Only) (N=14)	Vehicle Control Job (AD Only) (N=41)	Fleet Mgmt Job (AD Only) (N=44)	REMS Job (AD Only) (N=16)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	51	82	43	60	82	88
SO-SO	28	9	21	20	7	6
DULL	21	9	36	20	11	6
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	70	91	50	68	88	100
LITTLE OR NOT AT ALL	30	9	50	32	12	0
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	81	86	86	80	88	100
LITTLE OR NOT AT ALL	19	14	14	20	12	0
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	54	68	57	68	77	88
NEUTRAL	10	5	14	12	9	0
DISSATISFIED	36	27	29	20	14	12
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	73	86	50	56	66	88
NO, OR PROBABLY NO	24	5	50	34	11	12
WILL RETIRE	3	9	0	10	23	0

TABLE 44 (Continued)

COMPARISON OF JOB SATISFACTION INDICATORS BY MAJOR ACTIVE DUTY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	Training Job (AD Only) (N=30)	Management/ Supervision Cluster (AD Only) (N=100)	Technical Manager Job (AD Only) (N=5)	Manager/ Supervisor Job (AD Only) (N=88)
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	70	73	60	74
SO-SO	17	18	20	17
DULL	13	9	20	9
<u>PERCEIVED UTILIZATION OF TALENTS:</u>				
FAIRLY WELL TO PERFECTLY	77	90	80	90
LITTLE OR NOT AT ALL	23	10	20	10
<u>PERCEIVED UTILIZATION OF TRAINING:</u>				
FAIRLY WELL TO PERFECTLY	80	91	80	91
LITTLE OR NOT AT ALL	20	9	20	9
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>				
SATISFIED	67	81	80	80
NEUTRAL	6	5	20	5
DISSATISFIED	27	14	0	15
<u>REENLISTMENT INTENTIONS:</u>				
YES, OR PROBABLY YES	63	56	80	53
NO, OR PROBABLY NO	24	8	0	8
WILL RETIRE	13	36	20	39

IMPLICATIONS

This survey was initiated to provide current job and task data for use in evaluating the AFMAN 36-2108, *Airman Classification*, Specialty Description and appropriate training documents. Survey results indicate the present classification structure, as described in the latest specialty description, accurately portrays the work performed in this career ladder.

Career Ladder Progression. The career ladder progression for AFSC 2T1X1 members is typical, with a move from technical work at the 3- and 5-skill levels to supervisory and management work beginning at the 7-skill level. Members become progressively less technical as they progress into higher skill levels. ANG and AFRC respondents remain more technically oriented across higher skill levels than their AD counterparts.

Training. Training documents appear, on the whole, to be well supported by survey data. As pointed out in the **JOB SATISFACTION ANALYSIS** section, AFSC 2T1X1 personnel gave generally high ratings regarding their perceived utilization of training, thus indicating support for the overall training system.

Overall, the STS provides comprehensive coverage of the work performed by personnel in this career ladder, with survey data supporting most of the essential elements. Some elements with mere proficiency coding have high percentages of personnel performing matched tasks and should be reviewed by training personnel for possible upgrade to performance coding. In addition, there were some technical tasks performed by 20 percent or more respondents of the STS target groups, but were not referenced to any STS element.

Job Satisfaction. Job satisfaction indicators are relatively low for AFSC 2T1X1 members, especially when compared to a comparative sample. In addition, satisfaction indicators are also generally low for the core jobs identified. However, some of the non-core jobs had noticeably higher ratings in nearly all job satisfaction categories.

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APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY SPECIALTY JOBS AND CLUSTERS

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TABLE A-1

Vehicle Operations Cluster (ST81)

Representative Tasks		PERCENT MEMBERS PERFORMING
C0099	Inspect vehicles for cleanliness and serviceability	98
C0102	Maintain correct tire pressure	97
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	97
C0095	Clean vehicle exteriors or interiors	96
C0109	Wax vehicles	93
C0097	Deliver or pick up vehicles for maintenance	92
C0092	Check vehicles for accident forms	92
B0089	Transport passengers, other than DVs	91
C0098	Drain air tanks	90
B0063	Operate vehicles on flightlines	88
B0075	Refuel vehicles using vehicle identification links (VILs)	87
C0100	Inspect vehicles released from maintenance facilities	87
B0052	Inspect vehicle safety devices	85
B0079	Secure wheel chocks	85
B0067	Perform vehicle before-, during-, or after-operation inspections	83
B0057	Load or unload cargo onto or from vehicles	83
C0105	Report vehicle status to dispatch personnel	82
B0044	Connect or disconnect tractor-trailer combinations	81
B0048	Direct operations using hand signals	80
C0091	Change tires	80
B0059	Maintain passenger discipline	79
B0043	Block or secure cargo or equipment on vehicles	78
B0069	Raise or lower landing gear on semitrailers	77
B0086	Transport DVs	76
B0064	Perform aircrew transportation support activities	75
B0077	Report pickup or release times to dispatchers	75
B0068	Position vehicles for loading or offloading	75
B0049	Display or cover staff car plates or flags	75
B0071	Recover vehicles	75
C0093	Check vehicles for appropriate decals	74
B0078	Report radio malfunctions or failures to dispatchers	73
B0045	Connect or disconnect vehicles to or from wreckers	73
C0108	Tighten loose nuts, bolts, or connections	72
C0094	Clean battery terminals or boxes	71
B0054	Inspect wrecker equipment, such as cables, shear pins, winches, or outriggers	70

TABLE A-2

Vehicle Operations Cluster
Entry-Level Vehicle Operator Job (ST104)

Representative Tasks	PERCENT MEMBERS PERFORMING
C0099 Inspect vehicles for cleanliness and serviceability	98
C0095 Clean vehicle exteriors or interiors	96
C0102 Maintain correct tire pressure	95
C0090 Add vehicle fluids, such as water, oil, coolants, or solvents	94
C0109 Wax vehicles	92
C0097 Deliver or pick up vehicles for maintenance	84
B0075 Refuel vehicles using vehicle identification links (VILs)	82
C0092 Check vehicles for accident forms	80
B0089 Transport passengers, other than DVs	75
C0098 Drain air tanks	74
C0100 Inspect vehicles released from maintenance facilities	71
B0063 Operate vehicles on flightlines	70
B0052 Inspect vehicle safety devices	61
C0105 Report vehicle status to dispatch personnel	61
C0091 Change tires	61
B0067 Perform vehicle before-, during-, or after-operation inspections	59
B0064 Perform aircrew transportation support activities	58
B0086 Transport DVs	56
B0079 Secure wheel chocks	54
B0059 Maintain passenger discipline	50
B0078 Report radio malfunctions or failures to dispatchers	48
B0077 Report pickup or release times to dispatchers	46
C0094 Clean battery terminals or boxes	46
C0093 Check vehicles for appropriate decals	45
B0049 Display or cover staff car plates or flags	44
A0039 Transmit or receive instructions on radios using 10-series codes	42
B0073 Refuel vehicles or procure services using fleet service card	42
B0048 Direct operations using hand signals	42
C0108 Tighten loose nuts, bolts, or connections	35

TABLE A-3

Vehicle Operations Cluster
Vehicle Operator Job (ST144)

Representative Tasks	PERCENT MEMBERS PERFORMING	
C0099	Inspect vehicles for cleanliness and serviceability	99
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	99
C0102	Maintain correct tire pressure	98
C0095	Clean vehicle exteriors or interiors	97
C0092	Check vehicles for accident forms	96
C0097	Deliver or pick up vehicles for maintenance	96
C0098	Drain air tanks	96
B0089	Transport passengers, other than DVs	94
C0109	Wax vehicles	94
B0057	Load or unload cargo onto or from vehicles	94
B0079	Secure wheel chocks	93
B0063	Operate vehicles on flightlines	92
B0052	Inspect vehicle safety devices	91
C0100	Inspect vehicles released from maintenance facilities	91
B0044	Connect or disconnect tractor-trailer combinations	91
B0075	Refuel vehicles using vehicle identification links (VILs)	90
B0067	Perform vehicle before-, during-, or after-operation inspections	88
C0105	Report vehicle status to dispatch personnel	88
B0059	Maintain passenger discipline	88
B0048	Direct operations using hand signals	88
B0069	Raise or lower landing gear on semitrailers	88
B0043	Block or secure cargo or equipment on vehicles	88
B0071	Recover vehicles	87
B0045	Connect or disconnect vehicles to or from wreckers	86
B0068	Position vehicles for loading or offloading	85
C0091	Change tires	85
B0077	Report pickup or release times to dispatchers	84
B0054	Inspect wrecker equipment, such as cables, shear pins, winches, or outriggers	83
B0078	Report radio malfunctions or failures to dispatchers	83
B0049	Display or cover staff car plates or flags	83
B0086	Transport DVs	82
B0084	Tow vehicles	82

TABLE A-4

Vehicle Operations Cluster
Senior Vehicle Operator Job (ST164)

Representative Tasks		PERCENT MEMBERS PERFORMING
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	99
C0099	Inspect vehicles for cleanliness and serviceability	98
C0092	Check vehicles for accident forms	97
C0095	Clean vehicle exteriors or interiors	96
B0067	Perform vehicle before-, during-, or after-operation inspections	95
C0100	Inspect vehicles released from maintenance facilities	95
B0089	Transport passengers, other than DVs	94
C0102	Maintain correct tire pressure	94
B0057	Load or unload cargo onto or from vehicles	94
A0004	Assign vehicles to match transportation requirements	93
B0052	Inspect vehicle safety devices	93
B0043	Block or secure cargo or equipment on vehicles	93
B0048	Direct operations using hand signals	93
C0109	Wax vehicles	92
B0047	Direct cargo loading or unloading	92
C0098	Drain air tanks	92
B0046	Cover cargo or equipment with protective covers	92
D0159	Process AF Forms 171 (Request for Driver's Training and Addition to U.S. Government Driver's License)	90
A0031	Receive transportation requests	90
A0005	Brief drivers on routes, addresses, weather, or safety precautions	90
B0044	Connect or disconnect tractor-trailer combinations	90
C0097	Deliver or pick up vehicles for maintenance	90
B0079	Secure wheel chocks	90
F0213	Jump-start vehicles	90
B0063	Operate vehicles on flightlines	89
B0069	Raise or lower landing gear on semitrailers	89
B0051	Inspect cargo for security or distribution	89
C0108	Tighten loose nuts, bolts, or connections	89
C0093	Check vehicles for appropriate decals	88
B0085	Transport cargo or equipment, other than explosives or hazardous materials	88

TABLE A-5
Dispatcher Job (ST109)

Representative Tasks		PERCENT MEMBERS PERFORMING
A0031	Receive transportation requests	98
A0004	Assign vehicles to match transportation requirements	98
A0005	Brief drivers on routes, addresses, weather, or safety precautions	95
A0016	Generate transportation requests on dispatch automated fleet information systems (DAFISs)	94
A0030	Process AF Forms 868 (Request for Motor Vehicle Service)	92
A0015	Dispatch vehicles for DV transportation	91
A0039	Transmit or receive instructions on radios using 10-series codes	89
A0029	Prioritize transportation requests	88
A0017	Issue dispatch instructions	88
A0022	Maintain events logs	87
A0003	Assign operators to vehicles	87
A0037	Select most economical methods to meet transportation requests, such as combining trips or using shuttle buses	87
A0024	Maintain transportation request files	86
A0014	Debrief vehicle operators	85
A0008	Conduct dispatcher shift change briefings	82
A0021	Issue or collect u-drive-it (UDI) information packets	81
A0025	Perform emergency or contingency checklist actions	81
A0018	Issue or collect accountable over-the-road trip items, such as toll tickets, invoices, or credit cards	80
A0040	Verify authorizations for extended UDI use	75
A0006	Brief management on distinguished visitor (DV) support activities	73
A0012	Coordinate vehicle servicing or maintenance with vehicle maintenance	71
A0009	Control off-base trip packets	69
A0034	Review vehicle operator permits for currency or restrictions	67
A0027	Perform yard security inspections of operations areas or vehicles	65
A0036	Schedule drivers' breaks or lunch periods	65
A0032	Relay information on preferred routes and timetables to customers	60
H0272	Inspect personnel for compliance with military standards	56

TABLE A-6

Equipment Support Job (ST115)

Representative Tasks		PERCENT MEMBERS PERFORMING
C0099	Inspect vehicles for cleanliness and serviceability	100
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	95
K0328	Inventory equipment, tools, parts, or supplies, other than cargo	91
C0095	Clean vehicle exteriors or interiors	86
C0102	Maintain correct tire pressure	86
B0075	Refuel vehicles using vehicle identification links (VILs)	86
C0109	Wax vehicles	82
K0326	Identify and report equipment or supply problems	82
B0052	Inspect vehicle safety devices	82
C0097	Deliver or pick up vehicles for maintenance	82
E0192	Complete AF Forms 1297 (Temporary Issue Receipts) hand receipts to ensure accountability	82
C0107	Store hazardous supplies, such as oil, solvents, or gasoline	77
C0100	Inspect vehicles released from maintenance facilities	77
B0067	Perform vehicle before-, during-, or after-operation inspections	73
H0263	Establish procedures for accountability of equipment, tools, parts, or supplies	73
E0197	Maintain material safety data sheets (MSDSs) for hazardous cargo	73
A0027	Perform yard security inspections of operations areas or vehicles	73
H0249	Counsel subordinates concerning personal matters	73
C0108	Tighten loose nuts, bolts, or connections	73
H0245	Conduct safety inspections of equipment or facilities	68
C0092	Check vehicles for accident forms	68
C0098	Drain air tanks	68
K0327	Initiate requisitions for equipment, tools, parts, or supplies	64
H0246	Conduct self-inspections or self-assessments	64
H0272	Inspect personnel for compliance with military standards	64
H0248	Conduct supervisory performance feedback sessions	64
H0282	Write recommendations for awards or decorations	64
H0269	Implement safety or security programs	59
H0286	Write or indorse military performance reports	59
K0325	Develop equipment checklists	55
H0262	Establish performance standards for subordinates	55

TABLE A-7

Licensing and Records Job (ST103)

Representative Tasks		PERCENT MEMBERS PERFORMING
D0144	Issue USAF vehicle operator identification cards	100
D0146	Maintain qualified vehicle trainer lists	100
D0138	Document drivers' licensings or qualifications	93
D0132	Coordinate license suspensions or revocations with other agencies	93
D0142	Initiate driver background checks	86
D0159	Process AF Forms 171 (Request for Driver's Training and Addition to U.S. Government Driver's License)	79
D0151	Maintain vehicle operator information records	79
D0162	Process permanent change of station (PCS), separation, or retirement lists	71
D0180	Review or maintain vehicle operator training plans	57
D0145	Maintain accountability of accountable over-the-road trip items, such as toll tickets, invoices, or credit cards	57
D0124	Complete vehicle misuse reports or letters	57
D0147	Maintain unit VCO lists	50
D0188	Verify government credit card transactions	50
A0007	Collect or review fleet service cards	50
D0179	Review vehicle misuse investigation reports	43
D0161	Process fuel or roadside repair receipts	43
D0167	Process or maintain vehicle instructor letters	36
I0292	Conduct on-the-job training (OJT)	29
A0034	Review vehicle operator permits for currency or restrictions	29
D0115	Calculate fuel consumption or mileage accumulations	29
D0118	Complete long-term vehicle rental or lease actions	29
D0184	Validate government credit cards	21
D0125	Complete vehicle operator capability reports	21
D0116	Compile safe driver eligibility lists	21
D0170	Receive, process, or investigate customer complaints	21
I0287	Administer or score tests	14
J0307	Compile data for records, reports, logs, or trend analyses	14

TABLE A-8

Vehicle Control Job (ST114)

Representative Tasks		PERCENT MEMBERS PERFORMING
D0157	Perform no-notice vehicle technical inspections	100
D0130	Conduct VCO training	100
D0131	Conduct vehicle control function staff assistance visits	100
D0147	Maintain unit VCO lists	100
D0114	Brief vehicle control officers (VCOs) on no-notice vehicle technical inspection results	95
D0183	Schedule VCO meetings	95
D0120	Complete no-notice vehicle technical inspection reports	93
D0140	Implement VCO programs	93
D0129	Conduct VCO meetings	93
D0168	Provide vehicle technical inspection results to unit commander	88
D0190	Write VCO meeting minutes	80
C0099	Inspect vehicles for cleanliness and serviceability	78
C0092	Check vehicles for accident forms	73
D0128	Conduct top-wheels programs	66
H0280	Write inspection reports	63
D0159	Process AF Forms 171 (Request for Driver's Training and Addition to U.S. Government Driver's License)	63
D0146	Maintain qualified vehicle trainer lists	61
D0134	Develop top-wheels programs	59
C0093	Check vehicles for appropriate decals	59
D0124	Complete vehicle misuse reports or letters	59
D0138	Document drivers' licensings or qualifications	56
D0144	Issue USAF vehicle operator identification cards	54
B0052	Inspect vehicle safety devices	51
B0067	Perform vehicle before-, during-, or after-operation inspections	51
D0149	Maintain vehicle authorization listings (VALs)	46
D0180	Review or maintain vehicle operator training plans	46
D0169	Recall lower priority vehicles to fill higher priority requirements	44

TABLE A-9

Fleet Management Job (ST112)

Representative Tasks		PERCENT MEMBERS PERFORMING
D0150	Maintain vehicle fleet records	96
D0153	Maintain vehicle priority recall listings	96
D0182	Rotate vehicles based on evaluation of mileage and usage reports	96
D0149	Maintain vehicle authorization listings (VALs)	93
D0133	Develop mission essential level (MEL) listings	93
D0164	Process vehicle authorization requests	91
D0141	Implement vehicle priority-buy programs	91
D0136	Develop or update vehicle replacement priority listings	91
D0178	Review tables of allowance	91
D0176	Review online vehicle integrated management system (OLVIMS) data	89
D0179	Review vehicle misuse investigation reports	89
D0137	Develop or update vehicle rotation plans	87
D0174	Review fleet analyses	87
D0148	Maintain vehicle allocation or due-in lists	87
D0154	Maintain or update custody authorization/custody receipt listings (CA/CRLs)	85
D0165	Process vehicle receipts, issues, shipments, or transfer transactions	83
D0186	Validate vehicle authorization adjustment actions	83
D0166	Process vehicle repair authority and disposition actions	80
D0123	Complete vehicle data reconciliation reports	80
D0169	Recall lower priority vehicles to fill higher priority requirements	78
D0129	Conduct VCO meetings	78
D0189	Verify vehicle inventories	76
D0160	Process defense reutilization management office (DRMO) vehicles	76
H0273	Interpret policies, directives, or procedures for subordinates	72
H0249	Counsel subordinates concerning personal matters	72
H0248	Conduct supervisory performance feedback sessions	72
D0159	Process AF Forms 171 (Request for Driver's Training and Addition to U.S. Government Driver's License)	72
H0272	Inspect personnel for compliance with military standards	72
D0118	Complete long-term vehicle rental or lease actions	72
I0292	Conduct on-the-job training (OJT)	70

TABLE A-10

Registered Equipment Management System Job (ST102)

Representative Tasks		PERCENT MEMBERS PERFORMING
D0165	Process vehicle receipts, issues, shipments, or transfer transactions	100
D0154	Maintain or update custody authorization/custody receipt listings (CA/CRLs)	94
D0160	Process defense reutilization management office (DRMO) vehicles	94
D0149	Maintain vehicle authorization listings (VALs)	88
D0164	Process vehicle authorization requests	88
D0155	Perform annual validations of allowance identifiers (AIDs) using Air Force Equipment Management System (AFEMS)	88
D0150	Maintain vehicle fleet records	82
D0166	Process vehicle repair authority and disposition actions	82
D0178	Review tables of allowance	76
D0148	Maintain vehicle allocation or due-in lists	76
D0176	Review online vehicle integrated management system (OLVIMS) data	71
D0123	Complete vehicle data reconciliation reports	71
D0163	Process unreported assets	71
D0186	Validate vehicle authorization adjustment actions	65
D0189	Verify vehicle inventories	53
D0182	Rotate vehicles based on evaluation of mileage and usage reports	47
D0169	Recall lower priority vehicles to fill higher priority requirements	47
D0127	Conduct fleet analyses	41
D0141	Implement vehicle priority-buy programs	41
E0193	Distribute DD Forms 1348-6 (DoD Single Line Item Requisition System Document)	35
D0137	Develop or update vehicle rotation plans	35
D0174	Review fleet analyses	35
D0136	Develop or update vehicle replacement priority listings	35

TABLE A-11

Training Job (ST94)

Representative Tasks		PERCENT MEMBERS PERFORMING
I0300	Evaluate progress of trainees	94
I0293	Determine training requirements	92
I0292	Conduct on-the-job training (OJT)	92
I0303	Maintain training records or files	89
I0295	Develop training programs, plans, or procedures	86
I0302	Inspect training materials or aids for operation or suitability	86
I0291	Counsel trainees on training progress	83
I0288	Brief personnel concerning training programs or matters	81
I0299	Evaluate effectiveness of training programs, plans, or procedures	81
I0297	Develop or procure training materials or aids	81
I0304	Personalize lesson plans	69
I0301	Evaluate training methods or techniques of instructors	67
I0298	Establish or maintain study reference files	67
I0287	Administer or score tests	61
I0306	Write training reports	53
I0296	Develop written tests	53
I0305	Prepare job qualification standards (JQSs)	50
B0052	Inspect vehicle safety devices	50
B0048	Direct operations using hand signals	50
I0290	Conduct formal course classroom training	47
B0044	Connect or disconnect tractor-trailer combinations	47
H0267	Evaluate personnel for compliance with performance standards	44
H0272	Inspect personnel for compliance with military standards	39
I0294	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STs)	36
D0146	Maintain qualified vehicle trainer lists	36
H0256	Develop or establish work methods or procedures	33
D0180	Review or maintain vehicle operator training plans	31
H0262	Establish performance standards for subordinates	31

TABLE A-12

Management and Supervision Cluster (ST59)

Representative Tasks		PERCENT MEMBERS PERFORMING
H0249	Counsel subordinates concerning personal matters	93
H0282	Write recommendations for awards or decorations	92
H0272	Inspect personnel for compliance with military standards	91
H0248	Conduct supervisory performance feedback sessions	91
H0268	Evaluate personnel for promotion, demotion, reclassification, or special awards	89
H0286	Write or indorse military performance reports	86
H0267	Evaluate personnel for compliance with performance standards	86
H0273	Interpret policies, directives, or procedures for subordinates	85
H0247	Conduct supervisory orientations for newly assigned personnel	85
H0251	Determine or establish work assignments or priorities	83
H0244	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	82
H0262	Establish performance standards for subordinates	80
H0256	Develop or establish work methods or procedures	80
H0270	Initiate actions required due to substandard performance of personnel	80
H0242	Assign personnel to work areas or duty positions	78
H0250	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	76
H0246	Conduct self-inspections or self-assessments	76
H0279	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	75
H0283	Write replies to inspection reports	75
H0257	Develop or establish work schedules	70
H0278	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	70
H0255	Develop self-inspection or self-assessment program checklists	69
H0252	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	67
H0261	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	67
H0243	Assign sponsors for newly assigned personnel	67
H0269	Implement safety or security programs	65
H0277	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	65

TABLE A-13

Management and Supervision Cluster
Technical Manager Job (ST89)

Representative Tasks		PERCENT MEMBERS PERFORMING
H0247	Conduct supervisory orientations for newly assigned personnel	100
H0272	Inspect personnel for compliance with military standards	90
A0003	Assign operators to vehicles	90
I0292	Conduct on-the-job training (OJT)	80
A0036	Schedule drivers' breaks or lunch periods	80
B0063	Operate vehicles on flightlines	80
C0095	Clean vehicle exteriors or interiors	80
H0268	Evaluate personnel for promotion, demotion, reclassification, or special awards	80
I0291	Counsel trainees on training progress	70
H0267	Evaluate personnel for compliance with performance standards	70
B0047	Direct cargo loading or unloading	70
H0248	Conduct supervisory performance feedback sessions	70
H0249	Counsel subordinates concerning personal matters	70
A0004	Assign vehicles to match transportation requirements	70
C0092	Check vehicles for accident forms	70
A0005	Brief drivers on routes, addresses, weather, or safety precautions	70
B0048	Direct operations using hand signals	70
C0090	Add vehicle fluids, such as water, oil, coolants, or solvents	70
H0251	Determine or establish work assignments or priorities	60
C0099	Inspect vehicles for cleanliness and serviceability	60
H0273	Interpret policies, directives, or procedures for subordinates	60
B0057	Load or unload cargo onto or from vehicles	60
H0246	Conduct self-inspections or self-assessments	60
H0242	Assign personnel to work areas or duty positions	60
B0075	Refuel vehicles using vehicle identification links (VILs)	60
B0052	Inspect vehicle safety devices	60
H0282	Write recommendations for awards or decorations	60
C0102	Maintain correct tire pressure	60
I0293	Determine training requirements	50
I0305	Prepare job qualification standards (JQSs)	50
C0098	Drain air tanks	50
H0262	Establish performance standards for subordinates	50
I0303	Maintain training records or files	40
I0300	Evaluate progress of trainees	30

TABLE A-14

Management and Supervision Cluster
Manager/Supervisor Job (ST108)

Representative Tasks	PERCENT MEMBERS PERFORMING
H0249 Counsel subordinates concerning personal matters	97
H0282 Write recommendations for awards or decorations	96
H0248 Conduct supervisory performance feedback sessions	95
H0272 Inspect personnel for compliance with military standards	93
H0286 Write or indorse military performance reports	91
H0273 Interpret policies, directives, or procedures for subordinates	91
H0268 Evaluate personnel for promotion, demotion, reclassification, or special awards	91
H0267 Evaluate personnel for compliance with performance standards	89
H0244 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	88
H0256 Develop or establish work methods or procedures	88
H0270 Initiate actions required due to substandard performance of personnel	88
H0247 Conduct supervisory orientations for newly assigned personnel	88
H0262 Establish performance standards for subordinates	86
H0251 Determine or establish work assignments or priorities	86
H0242 Assign personnel to work areas or duty positions	82
H0250 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	82
H0283 Write replies to inspection reports	82
H0279 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	81
H0278 Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	80
H0246 Conduct self-inspections or self-assessments	79
H0252 Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	76
H0257 Develop or establish work schedules	75
H0255 Develop self-inspection or self-assessment program checklists	75
H0277 Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	74
H0261 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	72
H0243 Assign sponsors for newly assigned personnel	72